





**Dr. Ralph Norcio**  
**Outstanding Professor of the Year**  
**2006-2007**

The Outstanding Professor of the Year award is given to the faculty member who best exemplifies excellence in teaching. The winner is chosen by the senior class.

This year's designee earned a B.S. and M.S. from Georgetown University, an M.B.A. from Cornell University, and a Ph.D. from the Union Institute. He is a Certified Public Accountant, Certified Management Accountant, and Certified Financial Manager.

Dr. Norcio joined the faculty of Lynn University in 1990 and served as the dean of the College of Business and Management from 2001 to 2006. He is now the associate dean, and teaches accounting, finance and business management.

"Whether he is leading a study tour, talking to athletes, teaching or advising, Dr. Norcio's commitment to students is outstanding. He has a genuine appreciation for all students that is reflected in every part of his academic life and felt by all of those who are fortunate enough to interact with this year's Outstanding Professor."

A handwritten signature in blue ink that reads "Gregg Cox". The signature is written in a cursive, flowing style.

Dr. Gregg Cox  
Academic Dean

# 2007-2008

## Academic Catalog

Lynn University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Ga. 30033-4097; telephone number: 404-679-4501) to award baccalaureate, master's and doctoral degrees.

The university reserves the right to make changes in tuition, program costs, curriculum, regulations, program dates and to make additional charges for special features and services whenever such actions are deemed advisable.

### **Equal Opportunity Policy**

Lynn University does not discriminate on the basis of race, color, gender, religion, nationality, ethnic origin, disability and/or age in administration of its educational and admission policies, scholarship and loan programs, athletic and/or other school-administered programs.



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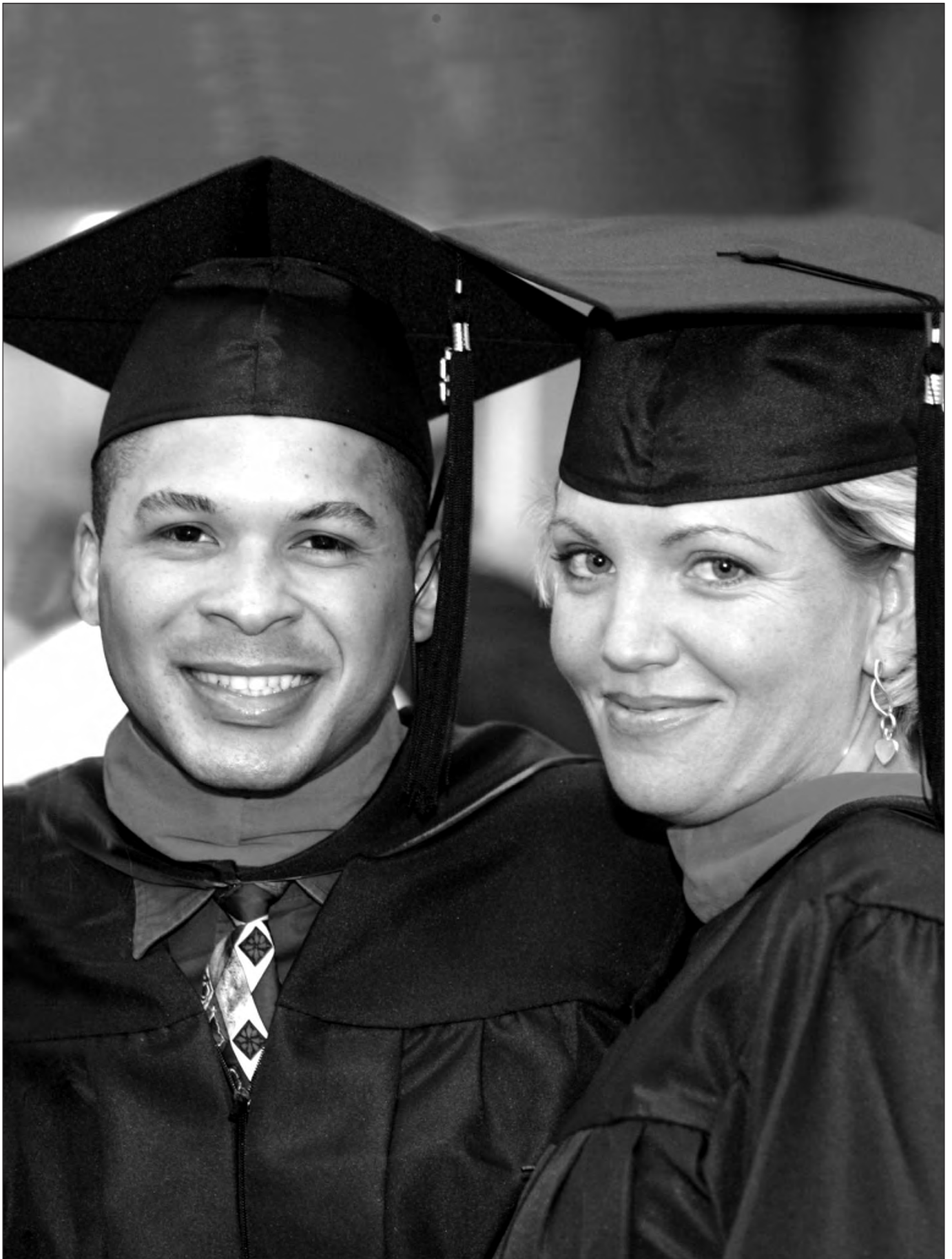
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# Academic Calendar 2007-2008

## FALL 2007

### AUGUST

|                                 |   |
|---------------------------------|---|
| <b>16 Thursday</b>              | New Faculty Orientation   |
| <b>17 Friday</b>                | Academic Advisor Workshop, 10 a.m. – 3 p.m.   |
| Day Undergraduate               |   |
| Evening Undergraduate           | Last day to withdraw from any class for Summer II term and receive a grade of W   |
| Graduate                        | Last day to withdraw from any class for Summer II term and receive a grade of W   |
| <b>20 Monday</b>                | Academic Advisor Workshop, 10 a.m. – 3 p.m.   |
| Day Undergraduate               |   |
| <b>20 Monday – 22 Wednesday</b> | Faculty orientation   |
| Day Undergraduate               |   |
| <b>23 Thursday</b>              | New students arrive (8:30 a.m. – 3 p.m.). Check-in at the de Hoernle Sports and Cultural Center. Residence halls open for new students at 9 a.m.  |
| Day Undergraduate               |   |
| <b>26 Sunday</b>                | Residential returning student check-in 9 a.m. – 4 p.m. at the Green Center. Residence halls open for returning students at 9 a.m. IDs will be activated at that time. Advisement and registration for all categories of non-preregistered students 9 a.m.- 3 p.m. Preregistered students pick up schedules at the Green Center. Schedule changes permitted. All students must check in or pre-registered courses will be dropped. Late arrivals subsequent to this day must be approved through the dean of students. |
| Day Undergraduate               |   |
| <b>27 Monday</b>                | Fall classes begin for all day undergraduate students.  |
| Day Undergraduate               |   |
| Evening Undergraduate           | Undergraduate Fall I term (8/27/07 – 10/20/07) classes begin.   |
| Graduate                        | Graduate Fall I term (8/27/07 – 10/20/07) classes begin.  |

### SEPTEMBER

|                       |   |
|-----------------------|---|
| <b>3 Monday</b>       | LABOR DAY– University closed  |
| Day Undergraduate     | No classes  |
| Evening Undergraduate | No classes - To be made up Sept. 7  |
| Graduate              | No classes – To be made up Sept. 7  |
| <b>4 Tuesday</b>      | Last day to change course schedule (add/drop) for Fall I  |
| Evening Undergraduate |   |
| Graduate              | Last day to change course schedule (add/drop) for Fall I  |
| <b>7 Friday</b>       | Last day to change course schedule (add/drop) for fall semester   |
| Day Undergraduate     |   |
| Evening Undergraduate | Makeup day for Labor Day  |
| Graduate              | Makeup day for Labor Day  |
| <b>12 Wednesday</b>   | Classes in session  |
| Day Undergraduate     |   |
| Evening Undergraduate | FALL HOLIDAY - No classes - To be made up Sept. 28  |
| Graduate              | FALL HOLIDAY - No classes - To be made up Sept. 28  |
| <b>13 Thursday</b>    | Classes in session  |
| Day Undergraduate     |   |
| Evening Undergraduate | FALL HOLIDAY - No classes   |
| Graduate              | Classes in session  |
| <b>14 Friday</b>      | Last day to submit a Florida Resident Access Grant application to the Student Administrative Services Office. Last day to remove an I (Incomplete) grade from the spring or summer semesters. |
| Day Undergraduate     |   |
| Evening Undergraduate | Last day to submit a Florida Resident Access Grant application to the SAS Office. Last day to remove an I (Incomplete) grade from the Summer II term.   |
| Graduate              | Last day to submit a Florida Resident Access Grant application to the SAS Office. Last day to remove an I (Incomplete) grade from the Summer II term.   |
| <b>28 Friday</b>      | Makeup day for Fall Holiday   |
| Evening Undergraduate |   |
| Graduate              | Makeup day for Fall Holiday   |

## OCTOBER

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### 5 Friday

Day Undergraduate Last day to register for December graduation  
Evening Undergraduate Last day to register for December graduation  
Graduate Last day to register for December graduation

### 12 Friday

Day Undergraduate Progress report grades due from faculty by 5 p.m.  
Evening Undergraduate Last day to withdraw from any class for Fall I term and receive a grade of W  
Graduate Last day to withdraw from any class for Fall I term and receive a grade of W

### 19 Friday – 21 Sunday

Day Undergraduate LYNN UNIVERSITY FAMILIES WEEKEND

### 20 Saturday

Evening Undergraduate Last day of classes for Fall I term  
Graduate Last day of classes for Fall I term

### 22 Monday

Evening Undergraduate Undergraduate Fall II term II (10/22/07 – 12/15/07) classes begin  
Graduate Graduate Fall II term (10/22/07 – 12/15/07) classes begin

### 23 Tuesday

Evening Undergraduate Final grades for Fall I term due by noon  
Graduate Final grades for Fall I term due by noon

### 29 Monday

Evening Undergraduate Last day to change course schedule (add/drop) for Fall II term  
Graduate Last day to change course schedule (add/drop) for Fall II term

## NOVEMBER

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### 5 Monday – 9 Friday

Day Undergraduate ADVISING WEEK

### 9 Friday

Evening Undergraduate Last day to remove an I (Incomplete) grade from the Fall I term  
Graduate Last day to remove an I (Incomplete) grade from the Fall I term

### 12 Monday

Day Undergraduate Registration for spring and summer semesters begins

### 21 Wednesday

Day Undergraduate THANKSGIVING BREAK begins at noon.  
Last day to register for May, June or August graduation  
Evening Undergraduate Last day to register for May, June or August graduation  
Graduate Last day to register for May, June or August graduation

### 21 Wednesday – 23 Friday

Evening Undergraduate No classes – to be made up Friday, Nov. 30 & Dec. 7  
Graduate No classes – to be made up Friday, Nov. 30 & Dec. 7

### 26 Monday

Day Undergraduate Classes resume for fall semester  
Evening Undergraduate Classes resume for Fall II term  
Graduate Classes resume for Fall II term

### 30 Friday

Evening Undergraduate Makeup day for Nov. 21  
Graduate Makeup day for Nov. 21

## DECEMBER

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### 1 Monday

Day Undergraduate Spring 2007 semester charges due

### 7 Friday

Day Undergraduate Last day to withdraw from any class for fall semester and receive a grade of W

Evening Undergraduate Makeup day for Nov. 22. Last day to withdraw from any class for Fall II term and receive a grade of W.

Graduate Makeup day for Nov. 22. Last day to withdraw from any class for the term and receive a grade of W.

### 13 Thursday

Day Undergraduate Fall semester ends

### 14 Friday

Day Undergraduate Residence halls close at 1 p.m.

### 15 Saturday

Evening Undergraduate Last day of classes for Fall II term  
Graduate Last day of classes for Fall II term

### 18 Tuesday

Evening Undergraduate Final grades for Fall II term due by noon  
Graduate Final grades for Fall II term due by noon

### 19 Wednesday

Day Undergraduate Final grades for fall semester due from faculty no later than noon

# SPRING 2008

## JANUARY

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|                       |  |
|-----------------------|--|
| <b>7 Monday</b>       |  |
| Evening Undergraduate | Undergraduate Spring I term (1/7/08 – 3/1/08) classes begin.   |
| Graduate              | Graduate Spring I term (1/7/08 – 3/1/08) classes begin.  |
| <b>12 Saturday</b>    |  |
| Day Undergraduate     | New International Student Orientation  |
| <b>13 Sunday</b>      |  |
| Day Undergraduate     | All students arrive. Residence halls open at 9 a.m. Check-in at the Green Center. Registration for all categories of non-preregistered undergraduate students 9 a.m. – 4 p.m. All students must check in, or preregistered courses will be dropped; late arrivals must be approved through the dean of students. |
| <b>14 Monday</b>      |  |
| Day Undergraduate     | Spring semester classes begin.   |
| Evening Undergraduate | Last day to change course schedule (add/drop) for Spring I term  |
| Graduate              | Last day to change course schedule (add/drop) for Spring I term  |
| <b>18 Friday</b>      |  |
| Day Undergraduate     | Last day to submit a Florida Resident Access Grant application to the Office of Student Administrative Services  |
| <b>21 Monday</b>      |  |
| Day Undergraduate     | MARTIN LUTHER KING JR. DAY – University closed<br>No classes   |
| Evening Undergraduate | No classes. To be made up on Friday, Jan. 25   |
| Graduate              | No classes. To be made up on Friday, Jan. 25   |
| <b>25 Friday</b>      |  |
| Day Undergraduate     | Last day to change course schedule (drop/add) for spring semester  |
| Evening Undergraduate | Last day to remove an I (Incomplete) grade from the Fall II undergraduate evening terms. Makeup day for Jan. 21.   |
| Graduate              | Last day to remove an I (Incomplete) grade from the Fall II graduate terms. Makeup day for Jan. 21.  |

## FEBRUARY

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|                       |   |
|-----------------------|---|
| <b>1 Friday</b>       |   |
| Day Undergraduate     | Last day to remove an I (Incomplete) grade from the fall undergraduate day semester |
| <b>18 Monday</b>      |   |
| Day Undergraduate     | PRESIDENTS' DAY – University closed<br>No classes                                   |
| Evening Undergraduate | No classes – to be made up Friday, Feb. 22  |
| Graduate              | No classes – to be made up Friday, Feb. 22  |

## FEBRUARY CON'T.

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|                       |   |
|-----------------------|---|
| <b>22 Friday</b>      |   |
| Evening Undergraduate | Last day to withdraw from any class for Spring I term and receive a grade of W. Makeup day for Feb. 18. |
| Graduate              | Last day to withdraw from any class for Spring I term and receive a grade of W. Makeup day for Feb. 18. |
| <b>29 Friday</b>      |   |
| Day Undergraduate     | Progress report grades due from faculty by 5 p.m.   |

## MARCH

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|                                   |  |
|-----------------------------------|--|
| <b>1 Saturday</b>                 |  |
| Day Undergraduate                 | SPRING BREAK BEGINS  |
| Evening Undergraduate             | Last day of classes for Spring I term                            |
| Graduate                          | Last day of classes for Spring I term                            |
| <b>3 Monday - 7 Friday</b>        |  |
| Day Undergraduate                 | SPRING BREAK<br>No classes                                       |
| Evening Undergraduate             | No classes   |
| Graduate                          | No classes   |
| <b>4 Tuesday</b>                  |  |
| Evening Undergraduate             | Final grades for Spring I term due by noon                       |
| Graduate                          | Final grades for Spring I term due by noon                       |
| <b>10 Monday</b>                  |  |
| Day Undergraduate                 | CLASSES RESUME.  |
| Evening Undergraduate             | Undergraduate Spring II term (3/10/08 – 5/3/08) classes begin.   |
| Graduate                          | Graduate Spring II term (3/10/08 – 5/3/08) classes begin.        |
| <b>12 Wednesday – 13 Thursday</b> |  |
|                                   | SENIOR SALUTE (for graduating students)                          |
| <b>17 Monday</b>                  |  |
| Evening Undergraduate             | Last day to change course schedule (add/drop) for Spring II term |
| Graduate                          | Last day to change course schedule (add/drop) for Spring II term |
| <b>21 Friday</b>                  |  |
| Day Undergraduate                 | SPRING HOLIDAY<br>No classes                                     |
| Evening Undergraduate             | No classes   |
| Graduate                          | No classes   |
| <b>28 Friday</b>                  |  |
| Evening Undergraduate             | Last day to remove an I (Incomplete) from the Spring I term      |
| Graduate                          | Last day to remove an I (Incomplete) from the Spring I term      |

## APRIL

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|   |  |
|---|--|
| <b>4 Friday – 5 Saturday</b>                      | ALUMNI WEEKEND   |
| <b>7 Monday – 11 Friday</b><br>Day Undergraduate  | ADVISING WEEK  |
| <b>14 Monday – 18 Friday</b><br>Day Undergraduate | Registration for fall semester begins.   |
| <b>25 Friday</b><br>Day Undergraduate             | Last day to withdraw from any class for spring semester and receive a grade of W |
| Evening Undergraduate                             | Last day to withdraw from any class for Spring II and receive a grade of W       |
| Graduate  | Last day to withdraw from any class for Spring II and receive a grade of W       |

## MAY

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|  |  |
|--|--|
| <b>3 Saturday</b><br>Evening Undergraduate<br>Graduate         | Last day of classes for Undergraduate Spring II term<br>Last day of classes for Graduate Spring II term  |
| <b>5 Monday</b><br>Evening Undergraduate                       | Undergraduate Summer I term (5/5/08 – 6/28/08) classes begin.  |
| Graduate   | Graduate Summer I term (5/5/08 – 6/28/08) classes begin. New Graduate Student International Orientation at 4 p.m.                                |
| <b>6 Tuesday</b><br>Day Undergraduate<br>Evening Undergraduate | Spring semester ends.<br>Final grades for Spring II term due from faculty no later than noon   |
| Graduate   | Final grades for Spring II term due from faculty no later than noon  |
| <b>7 Wednesday</b><br>Day Undergraduate                        | Final grades for graduating seniors due from faculty no later than noon. Residence halls close at 1 p.m. except for graduating resident seniors. |
| <b>9 Friday</b><br>Evening Undergraduate<br>Graduate           | COMMENCEMENT<br>COMMENCEMENT   |
| <b>10 Saturday</b><br>Day Undergraduate                        | COMMENCEMENT   |
| <b>11 Sunday</b><br>Day Undergraduate                          | Residence halls close at 1 p.m. for graduating seniors.  |
| <b>12 Monday</b><br>Day Undergraduate<br>Evening Undergraduate | Summer session begins.<br>Last day to change course schedule for (add/drop) Summer I term  |
| Graduate   | Last day to change course schedule for (add/drop) Summer I term  |
| <b>13 Tuesday</b><br>Day Undergraduate                         | Last day to change course schedule for summer (add/drop)   |

## MAY CON'T.

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|  |   |
|--|---|
| <b>14 Wednesday</b><br>Day Undergraduate                                   | Final grades for spring semester due from faculty no later than noon  |
| <b>16 Friday</b><br>Evening Undergraduate                                  | Last day to remove an I (Incomplete) grade from the Spring II term  |
| Graduate   | Last day to remove an I (Incomplete) grade from the Spring II term  |
| <b>26 Monday</b><br>Day Undergraduate<br>Evening Undergraduate<br>Graduate | <b>MEMORIAL DAY – University closed</b><br>No classes<br>No classes – to be made up Friday, May 30<br>No classes – to be made up Friday, May 30 |
| <b>30 Friday</b><br>Day Undergraduate                                      | Last day to withdraw from any class for summer and receive a grade of W   |
| Evening Undergraduate  | Makeup day for Monday, May 26   |
| Graduate   | Makeup day for Monday, May 26   |

## JUNE

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|   |  |
|---|--|
| <b>6 Friday</b><br>Day Undergraduate                    | Summer session ends.<br>Residence halls close for all students at 4 p.m.   |
| <b>9 Monday</b><br>Day Undergraduate                    | Summer internship session begins.  |
| <b>11 Wednesday</b><br>Day Undergraduate                | Final grades for summer due from faculty no later than noon  |
| <b>16 Monday</b><br>Day Undergraduate                   | Last day to change schedule for summer internships   |
| <b>20 Friday</b><br>Evening Undergraduate<br>Graduate   | Last day to withdraw from any class for Summer I term and receive a grade of W<br>Last day to withdraw from any class for Summer I term and receive a grade of W |
| <b>28 Saturday</b><br>Evening Undergraduate<br>Graduate | Last day of classes for Undergraduate Summer I term<br>Last day of classes for Graduate Summer I term  |
| <b>30 Monday</b><br>Evening Undergraduate<br>Graduate   | Undergraduate Summer II term (6/30/08 – 8/23/08) classes begin.<br>Graduate Summer II term (6/30/08 – 8/23/08) classes begin.                                    |

## JULY

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### 1 Tuesday

|                       |  |
|-----------------------|--|
| Evening Undergraduate | Final grades for Summer I term due from faculty no later than noon |
| Graduate              | Final grades for Summer I term due from faculty no later than noon |

### 4 Friday

|                       |   |
|-----------------------|---|
| Evening Undergraduate | <b>INDEPENDENCE DAY – University closed</b><br>No classes – to be made up Friday, July 11 |
| Graduate              | No classes – to be made up Friday, July 11  |

### 8 Tuesday

|                       |  |
|-----------------------|--|
| Evening Undergraduate | Last day to change course schedule (add/drop) for Summer II term |
| Graduate              | Last day to change course schedule (add/drop) for Summer II term |

### 11 Friday

|                       |                                  |
|-----------------------|----------------------------------|
| Evening Undergraduate | Makeup day for Wednesday, July 4 |
| Graduate              | Makeup day for Wednesday, July 4 |

### 18 Friday

|                       |   |
|-----------------------|---|
| Evening Undergraduate | Last day to remove an I (Incomplete) grade from the Summer I term |
| Graduate              | Last day to remove an I (Incomplete) grade from the Summer I term |

## AUGUST

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### 15 Friday

|                       |   |
|-----------------------|---|
| Day Undergraduate     | Last day to withdraw from any internship for summer and receive a grade of W    |
| Evening Undergraduate | Last day to withdraw from any class for Summer II term and receive a grade of W |
| Graduate              | Last day to withdraw from any class for Summer II term and receive a grade of W |

### 22 Friday

|                   |  |
|-------------------|--|
| Day Undergraduate | Last day of summer internship session.<br>All materials must be submitted to the director of internships by this date. |
|-------------------|--|

### 23 Saturday

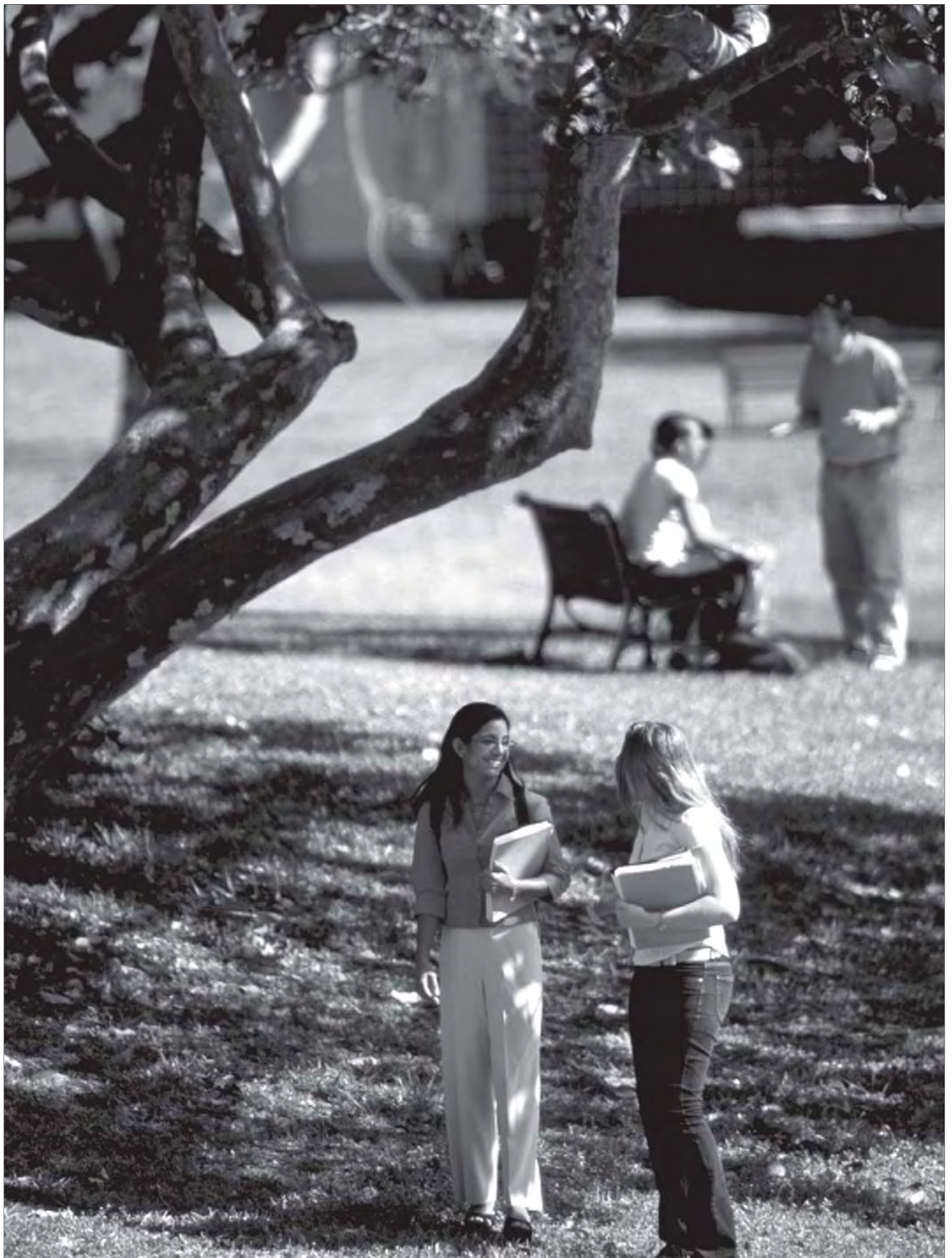
|                       |  |
|-----------------------|--|
| Evening Undergraduate | Last day of classes for Undergraduate Summer II term |
| Graduate              | Last day of classes for Graduate Summer II term      |

### 26 Tuesday

|                       |   |
|-----------------------|---|
| Evening Undergraduate | Final grades for Summer II term due from faculty no later than noon |
| Graduate              | Final grades for Summer II term due from faculty no later than noon |

### 27 Wednesday

|                   |  |
|-------------------|--|
| Day Undergraduate | Final grades for summer internship due from faculty no later than noon |
|-------------------|--|





# Message from President Ross



Dear Student:

Welcome to academic year 2007-2008 at Lynn University. Our long-held mission is to provide the education, support and environment that enable individual students to realize their true potential and prepare for success in the world.

At Lynn, we believe in you. Whether you are just beginning your undergraduate career or completing studies for an advanced degree, you'll find a faculty and staff who are dedicated to your success. I encourage you to take advantage of the many opportunities at Lynn for intellectual and personal growth. All are detailed in this catalog.

With the launch of our strategic plan, Lynn 2020, on Feb. 1, 2006, we clarified our vision: to be recognized as one of the most innovative, international and individualized small universities in America. Since then, the entire campus community has made extraordinary progress in making that vision a reality, including:

- improving our living and learning environments
- welcoming new academic leadership
- making critical investments in our people and processes
- establishing a new and distinctive core curriculum

By studying at Lynn University, you are making one of the most important investments in your life—your education. And because we are working to significantly increase the value of the degree you'll earn from Lynn, you can be assured that investment will compound interest for the rest of your life.

For you and for Lynn, the best is yet to come. Have a great year!

Sincerely,

A handwritten signature in cursive script that reads "Kevin M. Ross". The signature is written in dark ink on a light background.

Kevin M. Ross  
President



## Chapter I.

# Overview and Introduction to Lynn University

### General Information

Lynn University is a private, nonprofit independent university chartered by the state of Florida and accredited as a Level V institution by the Southern Association of Colleges and Schools.

The rapid growth of Lynn University is one of the most remarkable private college achievements of contemporary American higher education. Founded in the early 1960s, when Boca Raton still contained bean farms, strawberry fields, and orchards, the institution, renamed Lynn University in 1991, is today a strikingly attractive, 123-acre campus in what has become an exceptionally affluent community. More striking, the college, originally named Marymount College and later the College of Boca Raton, was only a two-year college from 1962 to 1986, so Lynn has been a four-year university for just 21 years. Yet today Lynn University has a growing enrollment of 2,300 undergraduates and more than 400 graduate students from 43 states and 93 foreign countries; offers bachelor's, master's, and doctoral degrees and comprises five colleges, a school of aeronautics, and a conservatory of music.

The conservatory is one of the finest in the South, and the Institute for Achievement and Learning is a nationally recognized center for young people with learning differences. Lynn's athletic teams have won an astonishing 18 national championships. The library is an architectural gem. The faculty is unusually devoted to teaching and inspiring the students to learn. The honors program is growing in size and concentration. Lynn University is showing promise of becoming one of the finer small universities in the Southeast.

Lynn University is located in residential Boca Raton on South Florida's Gold Coast. Geographically, the city and its environs are a center of international trade, linking corporations that serve the world marketplace. The university's location in this hub provides a dynamic medium for educational exchange and learning. Boca Raton, a city of almost 150,000, is halfway between Palm Beach and Fort Lauderdale, only three miles from the Atlantic Ocean. Easily accessible from major roadways, Boca Raton is within easy travel distance of three major airports.

Donald E. Ross, who saved Marymount College from dying in 1971, became its president then and retired in June 2006, after 35 years as president. Kevin M. Ross became Lynn's president on July 1, 2006.

### Mission

The mission of Lynn University today is the same mission that has defined the institution through its first 45 years and that will continue to define it in the future.

Our mission is to provide the education, support, and environment that enable individual students to realize their full potential and to prepare for success in the world.

### Vision

Lynn's vision is to be recognized as one of the most innovative, international, and individualized small universities in America.

Lynn University will capitalize on its youth, location, and close student and faculty bonds to become a forerunner institution, a different kind of learning center, an independent, innovative 21st-century university that is unusually devoted to preparing young persons for America's and the world's future. To do so, Lynn will:

1. Remain relatively small, with approximately 2,400 undergraduate and 600 graduate students, and 500 or more adults annually in continuing education courses and institutes. A multi-faceted, coeducational, primarily residential university with a small-college atmosphere.
2. Admit an unusually wide array of diverse students, from those with learning differences to the gifted, from many countries of the world and states in the Union.
3. Be grounded in the liberal arts but contain a slightly different collection of colleges oriented toward emerging professional opportunities, each of which features superior teaching, applied learning, and international focus and experiences.
4. Contain a hallmark student development program that discerns each student's strengths, shortcomings, and special needs, and works to develop his or her full capabilities.

(Approved by the Board of Trustees October 12, 2005)

### Commitment of the University to Diversity

Lynn University is committed to providing equal access to education and employment opportunities to all, regardless of race, color, gender, religion, national and ethnic origin, disability or age. The university is committed to compliance with federal and state laws, regulations, and policies governing equal access and equal opportunity.



## Chapter II.

# Campus Life

Every phase of Lynn University life provides a learning situation wherein the student is guided toward wise decision-making. While the university primarily emphasizes formal learning through instruction and study, it clearly recognizes a student's personal and social needs. To serve these needs, the university offers an Office of Student Development.

The Lynn University student has ready access to educational and career guidance. Student organizations covering a wide range of interests offer the opportunity to develop many talents and skills. By participating in these activities, the student is exposed to situations that challenge initiative and leadership. The Office of Student Development includes the vice president for student development; dean of students; associate dean for student development; associate dean of wellness; campus recreation and intramurals; Counseling Center; Center for Career Development; Office of Residence Life; Health Center; director of campus safety and security; and Office of Student Involvement. The Office of the Dean of Students provides assistance in securing advice on university-related concerns. The dean is also responsible for maintaining an open line of communication between staff, students and parents.

### Student Involvement

The Office of Student Involvement is committed to providing a variety of activities that complement the university's academic program. Students choose activities that will contribute to their personal development and enjoyment: student government, service clubs, athletics and participation in any of numerous special interest organizations. In addition, the university offers a formal leadership program for all students. Social activities include game shows, dances, comedians, live music, international festivals, films, pool parties, sports days, intramural sports, award dinners and novelty entertainment.

### Athletics

Lynn University holds membership in the National Collegiate Association (NCAA) Division II and the Sunshine State Athletic Conference.

Intercollegiate athletic programs are open to all students in accordance with NCAA, Sunshine State Conference and institutional eligibility standards. Currently active intercollegiate teams include men's soccer, basketball, baseball, golf and tennis, and women's golf, soccer, basketball, tennis, volleyball and softball. In addition to intercollegiate sports, students are encouraged to participate in a wide range of intramural programs, including basketball, flag football, soccer and others.

The Higher Education Amendments of 1992 necessitated the development of the Equity in Athletics Disclosure Act of 1994. This disclosure of data on participation rates and financing of men's and women's sports in intercollegiate athletic programs at Lynn University is available in the Office of Student Administrative Services.

The Student Right-to-Know Act of 1990 requires disclosure of graduation or completion rates and transfer-out rates for: (1) the general population of full-time degree program undergraduate students and (2) students who receive athletically-related

student aid, broken down by race and gender within sports. This information is available in the Student Administrative Services office.

### Residence Life

#### Residence Halls

Lynn University's five residence halls (Lynn, Trinity, de Hoernle, Freiburger and the E. M. Lynn Residence Center), provide living accommodations for more than half of the university's students. All room accessories (bedspreads, lamps, etc.) are provided by the student. Private telephone service, computer Internet access and cable television connections are provided. The Office of Residence Life assigns new students rooms and roommates. Returning students must choose their rooms and roommates before leaving campus for the summer. Through the cooperative efforts of all, a living environment rich with the joys of friendship and sharing adds a new dimension to the learning experience. The residence halls are staffed by full-time professionals and para-professionals. A full-time residence hall director is responsible for the overall function and operation of a residence area. A resident assistant is a para-professional staff member and student, whose primary responsibility is to build a community atmosphere among students in each hall. They also have the authority to refer to the Office of Student Development any student who is found in violation of campus policies.

#### Room and Board Schedules

Day Division full-time undergraduate resident students are served 19 meals each week except during winter break. All residence halls and dining facilities are closed during winter break, and students are expected to vacate their rooms.

Students with less than 60 academic credits and students who are under 21 years of age are required to reside on campus. Exceptions include students who live with their parents within commuting distance and those who are married or have children. Students with more than 60 credits may live off campus.

### Student Wellness

As a comprehensive university, Lynn's goal is to develop the total student. As such, we recognize students as complex systems of interconnected and interrelated social, emotional, intellectual, spiritual and physical components, all acting and reacting upon one another. The Wellness Department promotes programs, services and strategies that are designed to capitalize on this interconnectedness.

#### Counseling

Counseling at Lynn University aims to further the total development of each student. This accent on the complete individual implies a very definite interest in all phases of the life of the student whose academic, personal and social welfare are of primary concern. Counseling is provided on an individual basis, and records are maintained in strict confidence by the director of counseling. In addition, alcohol and substance abuse literature and referral services are continually available through the Counseling Center.

## Health Center

During scheduled hours, the Health Center staff provides limited medical services to members of the Lynn community. If a serious health problem arises, the staff may refer a student to the services of qualified off-campus medical personnel.

Every student attending the university is required to submit a complete immunization record before being allowed to enroll. The university assumes no financial responsibility for medical services performed other than the university nurse's official services, nor does it pay any hospitalization costs, including deductibles.

Students who refuse treatment or hospital admission do so at their own risk. If a student is ill, it is the student's responsibility to report the illness to the Health Center, residence hall staff and/or Student Development.

If a student requires medication on a regular basis, he or she is advised to establish a relationship with a local pharmacy.

Parents or guardians may be contacted by the university in cases involving students who are transported to the hospital.

## Insurance

All undergraduate students enrolled in fall or spring semesters are covered by a supplemental accident insurance policy covering medical expenses up to \$4,000 per incident. This supplemental policy covers medical expenses incurred only as a result of accidental injury while the student is participating in university-sponsored activities. Students are required to file a written accident report with the University Health Center within 48 hours of the event and to file a report for insurance claim processing. Claims must then be submitted to the student's private insurance carrier. After the student's private insurance claim is processed, costs not covered by a private policy will be covered by the university's supplemental policy up to the policy limits for reasonable and customary medical charges established by the insurance company.

Athletes participating in intercollegiate sports are covered by a special policy that pays for accidental injury while participating in university intercollegiate sports. Athletes are expected to pay the deductible amount in this policy.

All students are required to carry medical insurance or be covered by their parents' policy. Students are required to provide proof of insurance before enrolling at the university or sign up for the university plan. Information about student medical insurance is available from the Health Center.

## Medical/Mental Health Emergency Policy

The purpose of this policy is to ensure that all Lynn University students with incipient emotional, mental health or physical needs receive timely assessment and access to services. In the event that a student suffers a mental health/psychological emergency, this policy defines the course of action for the student. A serious medical or psychological problem may include, but not be exclusive to, a suicidal threat with or without a plan, a homicidal threat with or without a plan, substance abuse, eating disorders, or any medical or psychological issue that poses a serious threat to the well-being of a student.

When a student experiences serious medical or psychological problems while enrolled at Lynn University, he or she may request to take a voluntary medical leave of absence. The medical/psychological leave of absence must be presented to, and approved by the dean of students or his or her designee. When approved, the student will leave campus and be granted a grade of W (withdraw) in all enrolled courses, even if the deadline for withdrawal without academic penalty has passed. If the student desires to return to campus after resolution, the student must adhere to the Medical/Mental Health Re-admission Requirements outlined below.

Similarly, the university reserves the right to require a student to take a medical/psychological leave of absence if, in the judgement of the dean of students or his

or her designee, the student: a) poses a threat to the lives or safety of himself or herself or other members of the Lynn University campus; or b) has a medical or psychological problem which cannot be properly treated in the university setting; or c) has evidenced a medical condition or behavior that seriously interferes with the educational pursuits of other members of the Lynn University community. The student MUST gain prior permission from the dean of students or his or her designee in order for the student to return to campus as outlined under Medical/Mental Health Readmission Requirements below. In making a decision to require a student to take a medical/psychological leave of absence, the university acts out of concern for the student and his or her rights, a concern for the other students, and a concern for the university as a whole.

## Medical/Mental Health Readmission Requirements

Inherent in the policies outlined here regarding the care and concern of students with medical and/or psychological issues is the encouragement of receiving proper treatment and professional services. For students who are voluntarily or involuntarily required to withdraw from Lynn University for medical and/or psychological reasons, the university's predominant concern is that the students receive the appropriate professional treatment. Lynn University wishes to provide sufficient time away from academic concerns to adequately address the issues that necessitated a leave, six months to a year or longer. Failure to seek ongoing appropriate treatment will seriously infringe upon the readiness to resume student status, and the university will withhold readmission until appropriate treatment has been received and documented.

A student on medical-psychological leave must provide documentation from the attending medical/psychological professional to the Dean of Students or his or her designee one month prior to the anticipated return date. The documentation MUST include: reasons for treatment, frequency and duration of treatment, full assessment of medical and/or psychological status including history and diagnostic impression, and recommendations/treatment plan for continued recovery. The university also requires that the attending professional assess whether the student is intellectually, physically and psychologically able to handle academic demands and a return to the university community. If the preceding information is not included, the university reserves the right to delay readmission until proper treatment/documentation has been received.

This information will then be reviewed by the appropriate Lynn University health care professionals and by the dean of students or his or her designee. If the student is permitted to return, the university may at that time set forth special conditions or requirements, such as meetings with the dean of students or other university medical/professional personnel to monitor the student's progress. In addition, the student may be required to establish an ongoing professional relationship with Counseling Center or Health Center staff. The decision to readmit a student from a medical leave of absence may be reversed if the student fails to be a responsible member of the Lynn University campus.

## Substance Abuse

Lynn University maintains a drug-free environment and a strict policy relating to the possession or use of any drug as defined by local, state and/or federal law, including marijuana. Any student found in possession of or involved with any type of drug will be sanctioned by the university's conduct review board. A university representative will communicate with the parents if the student's residential or academic status has been terminated.

Students of legal age are permitted to have alcohol in the privacy of their rooms. Students who choose to drink alcoholic beverages must do so in a responsible manner. Students are not permitted to have alcoholic beverages in public areas (i.e. hallways, lounges, pool, etc.) Students who violate the alcohol policy will be sanctioned by the university's conduct review board.

### Substance Abuse Prevention Program

The university recognizes the problems that exist in today's society with regard to alcohol and substance abuse. As such, the university has a responsibility to its students, faculty and staff to offer an ongoing informational program on these problems. Each semester, seminars dealing with substance abuse are offered through the auspices of the Office of Student Development.

These seminars deal with the role of alcohol and other potentially abusive substances in contemporary American society, including a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and resources available for the prevention and treatment of abuse problems.

In addition, alcohol and substance abuse literature, counseling and referral services are available through the Counseling Center. Lynn University is in compliance with the Drug-Free Workplace Act.

### Student-Athlete Substance Abuse Prevention Policy

Lynn University seeks to promote the development of each student-athlete's intellectual, emotional and social capabilities. The university has established a drug education and testing program in compliance with National Collegiate Athletic Association (NCAA) recommendations. This program includes random drug testing by the university and the NCAA.

All student-athletes representing Lynn University are required to sign a form of consent regarding this policy. The university's goal is to better educate its student-athletes on the hazards of substance abuse and the value of prevention programs.

### General Student Life Regulations and Policies

The university regards its students as responsible young adults and allows them considerable personal freedom. Specific rules and regulations are found in the Student Handbook, which is available in the assistant dean of student's office and on the university Web site ([www.lynn.edu](http://www.lynn.edu)).

Policies are created to help promote a community atmosphere that is conducive to the pursuit of an academic program. The university's rules and regulations are firm, and violation of these rules may result in expulsion. The university reserves the right to impose probation on any student whose conduct is unsatisfactory. The university further reserves the right, to require a student to withdraw at any time. A student who provides false or fraudulent statements or documents may be dismissed from the university and/or forfeit all credits earned while attending Lynn University.

Upon dismissal or suspension from the university, the student's tuition and fees will not be refunded. Further, in the event that there has been only a partial payment of fees and tuition, the university will consider the balance due. There will be no refund of tuition, fees, charges or any other payments made to the university in the event that the operation of the university is suspended at any time as a result of any act of God, strike, riot, disruption or for any other reason beyond the control of the university. Admission of a Lynn University student for any academic year does not imply that such student will be reenrolled in any succeeding academic year.

**All students are subject to the regulations and guidelines in this catalog and in the Student Handbook.**

### Automobiles

Automobiles are allowed on campus, but must be registered with the Safety and Security Department. Speeding and driving and/or parking on the grass and similar violations will result in fines, towing, and/or loss of the privilege of having a car on campus.

### Dismissal

The university reserves the right to dismiss any student who fails to meet the required standard of scholarship and to dismiss or suspend any student for violation of university rules or for any other reasonable cause. In view of the foregoing and since the university must make its financial commitments for the entire academic year, no reduction or refund of fees will be made in instances of student dismissal or suspension.

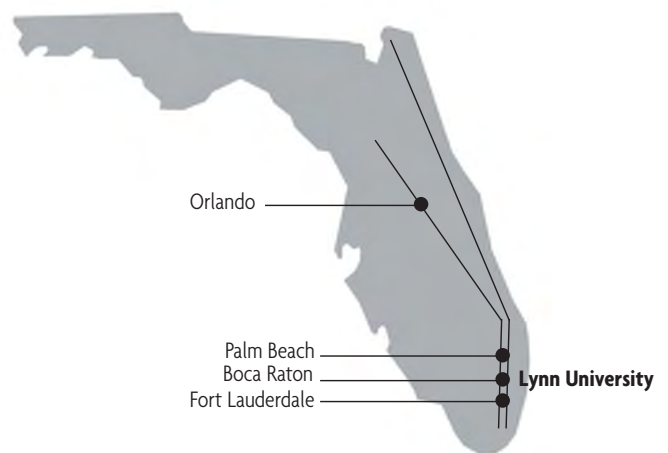
### Property Damage Responsibility

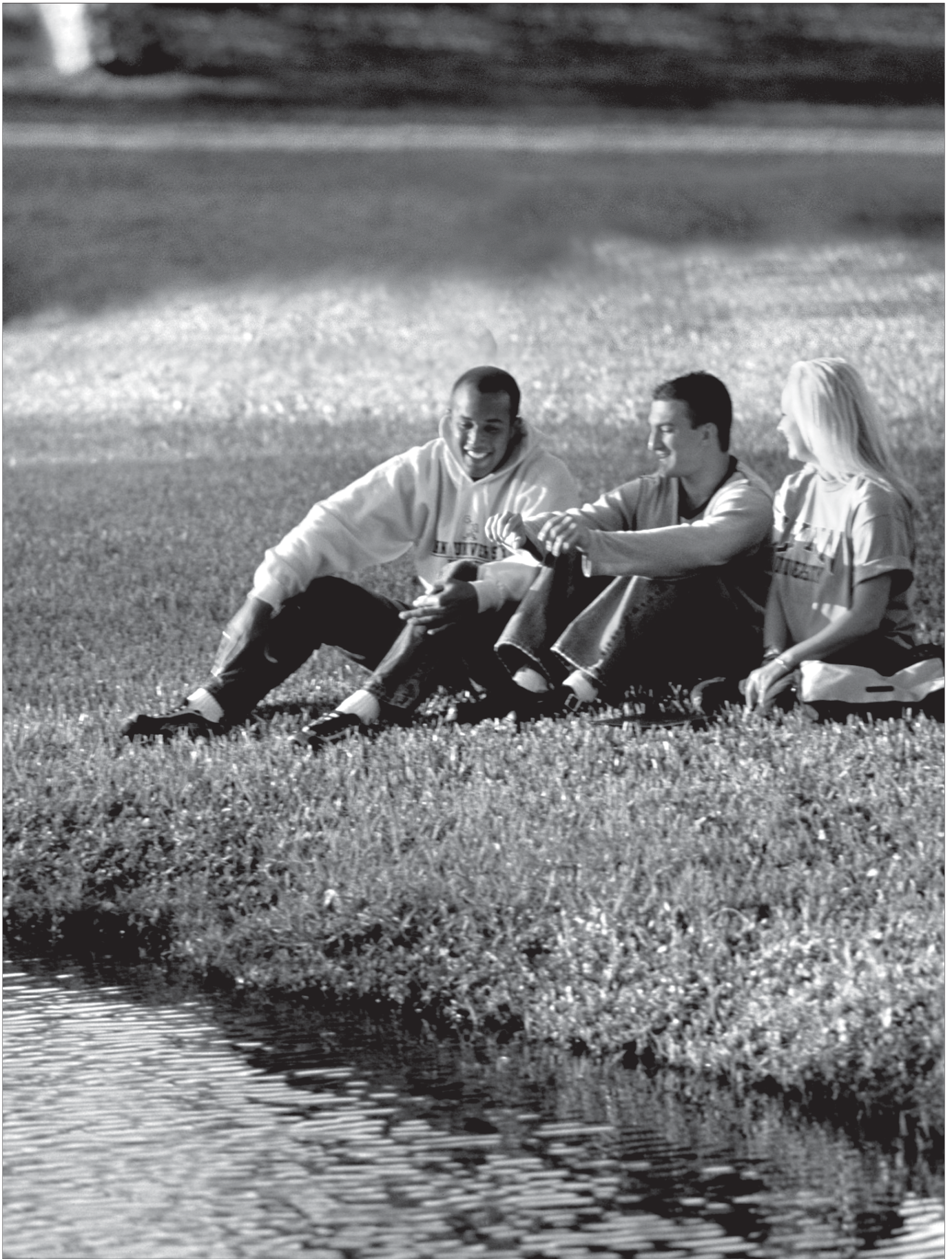
Lynn University does not assume responsibility for loss or damage to students' personal property and effects. Insurance protection for personal effects should be obtained from an independent source in conjunction with parents' insurance or students' insurance. Resident students are responsible for their residence hall rooms. Damage to residence halls rooms and public areas and campus are assessed based on individual, joint or group responsibility. The university attempts to identify individuals responsible for damage or vandalism. When such identification is impossible in a residence hall, all students who reside in the particular area must bear an equal portion of the cost and responsibility.

### Public Access to the University Campus

Individuals wishing to enter the campus of this private institution for the purpose of meeting or visiting with students or staff must be approved. This includes the news media and anyone who may have business with students or staff members. This policy is intended to safeguard the privacy of the university community, and to help ensure a safe and secure campus environment.

After 1 a.m. Monday through Friday and 3 a.m. Saturday and Sunday, only resident students will be allowed to enter or remain on campus. Off-campus students may gain access to the library or academic laboratories. Non-residential students are not permitted in the residence halls after visitation hours end. Resident students, approved visitors and staff members are required to show proper identification at the campus entrances.







## Chapter III.

# Lynn University Campus

Lynn University's picturesque 123-acre campus is landscaped with a variety of tropical and semi-tropical plants and trees. Seven lakes reflect the natural beauty of the setting and enhance the harmonious design of the architecture. All buildings have been constructed since 1962 and are completely air-conditioned.

### Campus Resources

The **Schmidt College Center**, named for Charles E. and Dorothy F. Schmidt, defines the entrance to the university. It includes the President's Office, Admissions, Development and Alumni Relations, and Marketing and Communication.

The **Ronald and Kathleen Assaf Academic Center**, located at the north end of the campus, provides classrooms, science labs and art studios. The two-story structure provides an academic atmosphere with all rooms opening onto a scenic courtyard and the Sensomatic Wing.

The **Lynn Student Center** includes Christine's, cafeteria, chapel, auditorium, faculty lounge, Knights Court, outdoor terrace for dining, Student Involvement offices and student meeting room.

The **Landgren Chapel** is dedicated to the memory of Harold and Agnes Landgren. Liturgy is celebrated here regularly, and the Chaplain's Office is adjacent. The Chaplain's Office assists students of all faiths.

The **Eugene M. and Christine E. Lynn Library**, completed in 1996, houses a collection of approximately 240,000 items, including books, journals, magazines, audiovisual materials, music, and the African Art and Artifacts Collection. The library's research databases contain tens of thousands of articles, biographies, reference books, e-books, statistics, images, and more. Through membership in SEFLIN, the Southeast Florida Library Information Network, Lynn Library provides students with direct access and borrowing privileges in regional academic libraries with holdings in excess of 12 million items. The library has 75 computer workstations for student use. The Coleman Electronic Classroom, located at the front of the library, has 30 computers and is open 24/7. The library also houses the Perper Study Lounge (open 24/7), the Center for Instructional Innovation, Academic Affairs, the Eugene M. and Christine E. Lynn College of International Communication, and the Office of the President Emeritus.

**Louis and Anne Green Center for the Expressive Arts** is located west of the Schmidt College Center. This facility includes the Harold and Mary Perper Multimedia Teleconferencing Center, Student Administrative Services, General Counsel, Employee Services, Information Technology, Purchasing and Accounts Payable, and the Office of the Vice President for Finance.

The **Rolland A. and Lullis M. Ritter Academic Center**, located west of the de Hoernle International Center, is a classroom complex housing faculty offices for the College of Business and Management as well as classrooms specifically dedicated to each major program within this division.

The **Eugene M. and Christine E. Lynn Residence Center** is a coed building with an optional 24-hour quiet floor. Rooms are spacious with walk-in closets and private bathrooms. A full-time residence hall director and resident assistants coordinate community development opportunities for the residents. Basic cable television service and computer drops are in each student room. This building consists of all triple occupancy rooms. The building includes Lynn Fitness Center, Intramural Office and television lounge.

The **E. M. Lynn Residence Center** is a five-story, coed building, which opened for the fall term 2002. It is equipped with television lounges, entertainment rooms including pool and table tennis, and computer labs. Rooms are spacious with walk-in closets and private bathrooms. This building consists of triple occupancy accommodations. A full-time residence director and resident assistant coordinate community development opportunities for the residents. It is also the location of the offices of Residence Life and Student Services. The building also houses the offices of the dean of students, the Health Center, director of security and the Counseling Center.

**Trinity Residence Hall** is a three-story, coed residence hall. It is equipped with a television lounge and community-style bathrooms. Basic cable television service and computer drops are in each student room. A full-time residence director and resident assistant coordinate community development opportunities for the residents. This residence hall is also home to the Student Development and Administration executive offices as well as the Hannifan Center for Career Development and Internships.

The **Count and Countess de Hoernle Residence Hall** is a coed building divided into four wings. This residence hall consists of predominately first-year students. It is equipped with community-style bathrooms. A full-time residence hall director and resident assistant coordinate community development opportunities for the residents. Basic cable television service and computer drops are in each student room. It is also the location of the Conservatory of Music.

The **Betsey H. Freiburger Residence Hall** is a coed building divided into four wings. This residence hall consists of predominately first-year students. It is equipped with community-style bathrooms. Basic cable television service and computer drops are in each student room. A full-time residence director and resident assistant coordinate community development opportunities for the residents. Faculty offices of the College of Arts and Sciences are located on the first floor.

The **McCusker Sports Complex** includes two outdoor pools for year-round use; tennis courts; basketball courts; soccer, softball and baseball fields; and space for volleyball and similar sports. Golf, polo, horseback riding and bowling are available nearby.

The **Count and Countess de Hoernle Sports and Cultural Center** is a 33,000-square-foot multipurpose facility. The building houses a gymnasium, locker rooms, meeting rooms, a conference room and athletic department offices.

The **Count and Countess de Hoernle International Center**, a 35,000-square-foot state-of-the-art building, combines classrooms, administrative and activities facilities for the rapidly growing international student population. The center is also home to the Donald E. and Helen L. Ross College of Education, the Institute for Achievement and Learning, and the Heller Family Diagnostic Center. The center comprises two wings, the Doyle Wing and the Gordon and Mary Henke Wing, as well as the Amarnick-Goldstein Concert Hall; the Cohen International House; the Harold, Nathan and Dorothy Wayser Tutoring Center; the Benjamin Olewine III Culinary Institute and John and Barbara Fox Laboratory Kitchen.

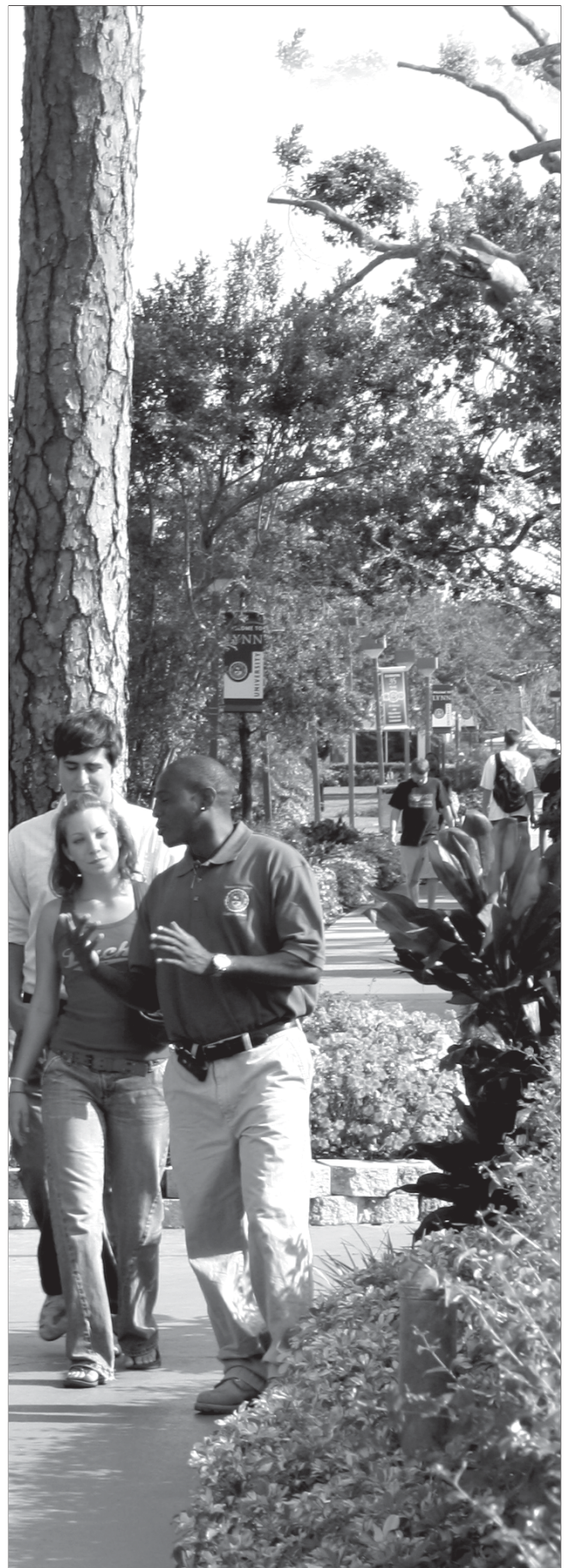
**St. Joseph Hall** includes the Perper Mailroom, a coin-operated laundry facility and the Lynn University Bookstore, which sells textbooks, supplies, clothing, snacks and gifts. The bookstore also provides check-cashing services.

The **Burton D. Morgan School of Aeronautics**, a 2,700-square-foot facility located at the Boca Raton Airport, houses a state-of-the-art Frasca flight training device and is home to the university's fleet of Cessna 172 and Cirrus SR-20 aircraft.

The **Hannifan Center for Career Development and Internships (HCCDI)**, located in Trinity Hall, provides comprehensive career services to all enrolled students and alumni of Lynn University free of charge. The HCCDI's aim is to:

1) assist students and alumni in making sound career plans based on their beliefs and values, skills and aptitudes, interests, personality traits, and knowledge of the world of work, 2) facilitate career opportunities, 3) provide students and alumni access to state-of-the-art technologies, and 4) promote continuous professional and personal growth opportunities for students and alumni.

The HCCDI partners with Lynn University faculty and staff to create career programs that meet the needs of our diverse student population. Students and alumni are encouraged to make a private consultation appointment to discuss their educational and career planning by calling the HCCDI directly at 561-237-7286.



## Chapter IV.

# Admissions

### General Information

Lynn University welcomes and evaluates applications on a rolling basis. The following is an overview of general admission policies. Further questions concerning enrollment procedures should be directed to the Office of Admissions at 561-237-7900 or [admission@lynn.edu](mailto:admission@lynn.edu).

### Visitors Are Welcome

All prospective students and their parents, guardians, families and friends are encouraged to visit Lynn University. The recommended time for high school students to see the university is during the spring of their junior year or during the fall of their senior year. Although campus interviews are not required, they are strongly encouraged. It is recommended that visits be scheduled while the university is in session and students are on campus. If time or other obligations do not comply with the academic calendar, visitors are still welcome throughout the year. Students are requested to write, e-mail or call the Office of Admissions at least one week in advance of their visits. The office is open from 8 a.m. to 6 p.m., Monday through Friday, and by appointment on Saturday.

## I. UNDERGRADUATE DAY DIVISION

### First-Year Students

#### Application Procedures

Lynn University encourages high school students to apply during the fall of their senior year. Applicants must submit all of the following:

- a completed Lynn University application form and \$35 nonrefundable application fee ([www.lynn.edu/applynow](http://www.lynn.edu/applynow))
- official transcripts indicating all secondary school course work and graduation dates or GED score report
- official SAT I (Scholastic Assessment Test) or ACT (American College Test) scores. Scores may be included on the official transcript or sent separately. Lynn University's school code for the SAT is 5437; the school code for the ACT is 0706.
- a letter of recommendation from a guidance counselor or teacher. The letter of recommendation is most useful for the university to recognize the effects of determination and motivation on a student's academic performance.
- a personal statement or essay (see application for guidelines)

Once all records are received and reviewed, the university will notify applicants of their admission status. Upon acceptance, the applicant is required to submit a deposit to reserve a place in the class. This deposit is credited to the student's account and is nonrefundable after May 1 for new freshman applicants for the fall semester. Final acceptance is contingent upon successful graduation from high school. A final transcript with proof of graduation is required.

### Transfer Students

#### Application Procedures

Transfer students are welcome at Lynn University, and every effort is made to make the transfer of credits and completion of the degree requirements as easy as possible. To be considered a transfer student, the applicant must have completed a minimum of 12 transferable credits. Applicants must submit all of the following:

- a completed Lynn University application form and \$35 nonrefundable application fee ([www.lynn.edu/applynow](http://www.lynn.edu/applynow))
- official transcripts from the candidate's current college and from all previous colleges/universities attended
- a Dean of Students Recommendation Form completed by the candidate's current or last school attended ([www.lynn.edu/forms](http://www.lynn.edu/forms))
- a personal statement or essay (see application for guidelines)

Once all records are received and reviewed, the university will notify applicants of their admission status. Upon acceptance, the applicant is required to submit a deposit to reserve a place in the class. This deposit is credited to the student's account and is nonrefundable after May 1 for the fall semester.

In general, transfer credits will be granted for all work completed in comparable courses with a grade of C or better at other accredited colleges, insofar as these courses fit the curriculum requirements for a student's intended major. Credit will not be given for developmental courses that are intended to prepare a student for college level work. Upon acceptance to Lynn University, students will receive a preliminary evaluation of transfer/credits. Students will meet with their advisor during the first week of classes; the advisor will finalize the transfer of credits toward the students' chosen major. At this time, any changes or revisions to transfer credits will be made, and the final evaluation will be sent to the registrar's office to finalize the process. Last-minute applicants will be handled on an individual basis as part of the admissions process.

Transfer students must complete a minimum of 30 credit hours at Lynn University.

- \* High school transcripts and SAT or ACT scores are not necessary if 12 or more transferable college credits have been successfully completed with a C average or better.

### International Students

International students are important and vital members of the Lynn community who comprise a significant portion of the student body and represent more than 90 countries.

International applicants are classified into the following two categories:

- a. a citizen of a country other than the United States who holds a passport from that country
- b. any U.S. or non-U.S. citizen whose permanent home address is outside of the United States

## International First-Year Students

### Application Procedures

Applicants must submit all of the following:

- a completed Lynn University application form and \$35 nonrefundable application fee ([www.lynn.edu/applynow](http://www.lynn.edu/applynow))
- official transcripts from each secondary school attended and official report of scores from all national school leaving examinations, if applicable. All educational documents must be accompanied by original English translations, and documents submitted must carry the seal or stamp of the issuing educational institution. Uncertified photocopies are not acceptable.
- official SAT I (Scholastic Assessment Test) or ACT (American College Test) scores. Scores may be included on the official transcript or sent separately. Lynn University's school code for the SAT is 5437; the school code for the ACT is 0706.
- official TOEFL or IELTS test scores, if English is not the applicant's first language. Applicants with TOEFL scores of 500 (paper-based), 173 (computer-based) or 61 (Internet-based) or with IELTS scores of 6.0 will be considered for admission. To register, contact TOEFL at [www.toefl.org](http://www.toefl.org) or IELTS at [www.ielts.org](http://www.ielts.org). Lynn University's school code for TOEFL is 5437.
- a letter of recommendation from a counselor, class tutor or career advisor. The letter of recommendation is most useful for the university to recognize the effects of determination and motivation on a student's academic performance.
- a personal statement or essay (see application for guidelines)
- a completed Certification of Finances form accompanied by a bank statement with the official bank seal or stamp ([www.lynn.edu/forms](http://www.lynn.edu/forms))
- a copy of the biographical page of the applicant's passport. Note: This requirement does not apply to U.S. Permanent Residents who are required to submit a copy of their Permanent Resident Card (green card).
- a completed Transfer Eligibility Form. All international students who are currently studying in the United States on an F-1 student visa are required to submit this form.

Once all records are received and reviewed, the university will notify applicants of their admission status. Upon acceptance, the applicant is required to submit a deposit to reserve a place in the class. This deposit is credited to the student's account and is nonrefundable after May 1 for new freshman applicants for the fall semester. Final acceptance is contingent upon successful graduation from high school. A final transcript with proof of graduation is required.

## International Transfer Students

### Application Procedures

To be considered a transfer student, the applicant must have completed a minimum of 12 transferable credits. Applicants must submit all of the following:

- a completed Lynn University application form and \$35 nonrefundable application fee ([www.lynn.edu/applynow](http://www.lynn.edu/applynow))
- official transcripts from each college or university attended. All educational documents must be accompanied by original English translations, an official evaluation, and documents submitted must carry the seal or stamp of the issuing educational institution. Uncertified photocopies are not acceptable.
- official TOEFL or IELTS test scores, if English is not the applicant's first language. Applicants with TOEFL scores of 500 (paper-based), 173 (computer-based) or 61 (Internet-based) or with IELTS scores of 6.0 will be considered for admission. To register, contact TOEFL at [www.toefl.org](http://www.toefl.org) or IELTS at [www.ielts.org](http://www.ielts.org). Lynn University's school code for TOEFL is 5437.
- a completed Dean of Students Recommendation Form ([www.lynn.edu/forms](http://www.lynn.edu/forms))
- a personal statement or essay (see application for guidelines)

- a completed Certification of Finances form accompanied by a bank statement with the official bank seal or stamp ([www.lynn.edu/forms](http://www.lynn.edu/forms))
- a copy of the biographical page of the applicant's passport. Note: This requirement does not apply to U.S. Permanent Residents who are required to submit a copy of their Permanent Resident Card (green card).
- a completed Transfer Eligibility Form. All international students who are currently studying in the United States on an F-1 student visa are required to submit this form ([www.lynn.edu/forms](http://www.lynn.edu/forms)).

Once all records are received and reviewed, the university will notify applicants of their admission status. Upon acceptance, the applicant is required to submit a deposit to reserve a place in the class. This deposit is credited to the student's account and is nonrefundable after May 1 for the fall semester.

In general, transfer credits will be granted for all work completed in comparable courses with a grade of C or better at other accredited colleges, insofar as these courses fit the curriculum requirements for a student's intended major. Credit will not be given for developmental courses that are intended to prepare a student for college level work. Upon acceptance to Lynn University, students will receive a preliminary evaluation of transfer/credits. Students will meet with their advisor during the first week of classes; the advisor will finalize the transfer of credits toward the students' chosen major. At this time, any changes or revisions to transfer credits will be made, and the final evaluation will be sent to the registrar's office to finalize the process. Last-minute applicants will be handled on an individual basis as part of the admissions process.

### The SEVIS I-20 Form

Accepted international students requiring an F-1 student visa must meet all of the requirements outlined above. Once all of the necessary documents have been received, students will be issued a SEVIS I-20 Form (Certificate of Eligibility) by the Center for International Programs and Services. This form, a valid passport and financial certification must be presented at the nearest U.S. Embassy or Consulate in the student's country of residence to obtain the required F-1 student visa for study in the United States.

## Institute for Achievement and Learning

- **Comprehensive Support Program**
- **Metamorphosis Coaching Program**

Comprehensive Support Program and Metamorphosis Coaching Program applicants must also submit:

- current (within three years) psychoeducational testing (WISC/WAIS). (ALL testing is housed confidentially by the Institute for Achievement and Learning.)

The final decision for acceptance into the Comprehensive Support and Metamorphosis Coaching Programs is made by the Office of Admissions based upon review and recommendation by the Institute for Achievement and Learning.

## Conservatory of Music

In addition to the requirements for admission to Lynn University, applicants to the Conservatory of Music need an audition.

## Readmission

Students who withdraw from Lynn University for one or more full semesters lose degree-seeking status. Students wishing to return to the university must submit all of the following:

- a completed Lynn University application for readmission form ([www.lynn.edu/applynow](http://www.lynn.edu/applynow))

- official transcripts from all colleges/universities attended during any absence from Lynn University
- a completed Dean of Students Recommendation Form from the last college/university attended or a letter from an employer verifying employment during any absence ([www.lynn.edu/forms](http://www.lynn.edu/forms))
- a personal statement explaining why the applicant wishes to return to Lynn University

Students who have been dismissed for academic deficiencies or suspended for disciplinary reasons for one or more semesters must submit an application for readmission. Dismissed or suspended students must include a letter of appeal with their application for readmission. The application for readmission must be approved by the dean of students and by the academic dean. Students who are readmitted to the university return at the same academic standing status they had prior to leaving the university.

## Additional Admission Procedures and Contact Information

Upon acceptance, the applicant is required to submit a deposit to reserve a place in the class. This deposit is credited to the student's account and is nonrefundable after May 1 for the fall semester. The Office of Admissions confirms receipt of the admissions deposit in writing. The New Student Enrollment Guide ([www.lynn.edu/enrollmentguide](http://www.lynn.edu/enrollmentguide)) contains valuable information and important materials that will need to be reviewed carefully. There are several forms that must be filled out and returned to the dean of students prior to arrival for orientation. If questions arise prior to their arrival on campus, students are encouraged to contact the appropriate offices at any time.

|  |                   |
|--|-------------------|
| Lynn University  | 561-237-7000      |
| Office of Student Administrative Services                    | 561-237-7184/7185 |
| Office of Academic Affairs                                   | 561-237-7793      |
| Disabilities Services/Institute for Achievement and Learning | 561-237-7064      |
| Center for International Programs and Services               | 561-237-7075      |
| Office of Residence Life                                     | 561-237-7236      |
| Office of Student Services                                   | 561-237-7230      |
| Office of Intercollegiate Athletics                          | 561-237-7281      |
| Office of the Dean of Freshmen                               | 561-237-7289      |

## Mailing Information

Office of Admissions  
Lynn University  
3601 North Military Trail  
Boca Raton, FL 33431-5598

## Placement and Testing

### Advanced Placement (AP)

Lynn University invites applications from students who have taken College Board Advanced Placement examinations or who have participated in a secondary school advanced placement program. Students with a score of 3 or higher on a CEEB placement exam will be awarded credit upon receipt of official grade report from the College Board. Actual course application will be assigned by the appropriate college dean. Other AP programs will be assigned on an individual basis.

### CLEP

University credit also may be earned by taking the College Level Examination Program (CLEP) tests. Students may earn up to 30 credits from the general examination and meet all the requirements of the freshman year. Information may be obtained by writing to CLEP, Box 6600, Princeton, NJ 08541-6600.

### Music Placement Exams

Placement exams are given in music theory, solfège, ear training, music history and secondary piano (or keyboard skills for pianists) to determine placement of students in appropriate classes and to award credit for those courses in which students meet the minimum requirements. Placement testing in music history pertains only to transfer students. Students earn degree credit for successfully passing placement exams. Placement exams are held during fall orientation and at the beginning of the spring semester, if needed. Placement exams may be taken only once by a given student.

### International Baccalaureate

Lynn University reviews, evaluates and accepts International Baccalaureate (IB) higher level credentials for possible transfer credit on an individual basis in the context of a student's proposed area of study. The credit amount and placement level are subject to approval by the appropriate college. Course credit is generally granted for each higher level examination passed with a score of 5, 6 or 7 in courses comparable to Lynn University courses and appropriate to the degree program. A score of 4 may qualify a student for advanced placement without credit, subject to departmental review. Credit is awarded only for courses at the higher level; no credit is awarded for IB Subsidiary examinations, regardless of the scores earned. Lynn University recognizes the academic excellence of students participating in the IB program. Students who receive a full IB diploma with a score of 30 or higher may receive 30 credit hours and sophomore standing.

## Additional Admissions Programs

### Early Admission

Students who wish to enter Lynn University directly after the 11th grade may apply for early admission, if their guidance counselor recommends such action. They should arrange with their high school to receive a high school diploma when they complete one semester (or one year) of university work. Students wishing to pursue this option should apply early in the 11th grade.

### Dual Enrollment

Lynn University's Dual Enrollment Program offers high school juniors and seniors an opportunity to take undergraduate Day Division courses for college credit. Admission requirements include: high school junior or senior status, a GPA of 3.0 or higher, recommendation by the high school principal or his/her designee, and submission of a Dual Enrollment Program application. Students may earn up to seven credit hours per semester and must maintain a minimum GPA of 2.0 to continue in the program. Students will have access to Lynn University resources, including the Lynn Library and all student facilities and services. Students' grades will be posted to their Lynn University transcripts and be available for transfer to other colleges and universities. Tuition for the 2007-2008 academic year is \$350 per three credit hour course. Applications for Dual Enrollment should be submitted to the Office of Admissions.

### Freshman Honors

The Freshman Honors Experience provides highly motivated first-year students an opportunity to take courses in which they can experience the challenge and exhilaration of the regular Honors Program while fulfilling core requirements. These students also will be able to attend the Honors Program Enrichment Series and to interact with upper-division Honors Program students. (See Honors Program section on pages 57-58.)

### Honors Program

Students who are highly motivated and seek an enriching academic experience may apply for the Honors Program. Accepted candidates experience an innovative curriculum encompassing the full breadth of the liberal arts and sciences. The curriculum permits in-depth exploration as well as broad intellectual synthesis. Rigorous honors courses are coupled with integrative, interdisciplinary seminars and individualized projects. (See Honors Program section on pages 57-58.)

### **The Comprehensive Support Program of the Institute for Achievement and Learning**

This program offers students with learning differences an extraordinary opportunity to excel at the college level. It provides a select number of motivated students with the additional support they need to achieve and maintain academic success and earn a university degree.

The program provides these students with academic mentoring; a separate testing area and extended time for examinations; verbal exams; specialized core courses with a low pupil-to-teacher ratio called Z courses; and one-on-one tutorials in most subject areas. Z courses are taught by professors who have training in learning style differences, as well as expertise in the content area. They use the same syllabi and teach the same content as other sections of the same courses offered to all students at Lynn University.

All students accepted into the Comprehensive Support Program are required to take EDU 100 Language and Learning Development, a three-credit college level course. This course is diagnostic in nature and focuses on the theories of behavioral psychologists and the relationship between intelligence and learning. It is designed to help students understand and identify their own individual learning styles, their cognitive strengths and weaknesses, and the sensory modalities that will help them succeed as students and beyond.

First-year students in the Comprehensive Support Program should attend a minimum of two one-on-one tutoring sessions per week to further their academic success. The Comprehensive Support Program Tutoring Center is located in the Count and Countess de Hoernle International Center. Students may schedule as many half-hour tutoring sessions as they like. Tutoring sessions are scheduled with the tutoring center coordinator. Tutoring center hours are 8 a.m. to 8 p.m. Monday through Thursday, 8 a.m. to 5 p.m. Friday. All tutors hold professional, master's or doctoral degrees. The Tutoring Center keeps parents informed of students' tutorial usage by sending home two updates per semester.

The Testing Center is located on the third floor of the Count and Countess de Hoernle International Center. Testing Center hours are 8 a.m. to 6 p.m. Monday through Friday. (See the Institute for Achievement and Learning section on pages 55-56.)

### **Metamorphosis Coaching Program of the Institute for Achievement and Learning**

The Metamorphosis Coaching Program is designed for students with issues surrounding attention, organization and distractibility. The program allows students to explore the creation of personal learning-living environments through various intelligences. An individual learning coach is assigned to each student, and standing weekly appointments are scheduled to discuss such topics as personalized learning strategies, learning behaviors, time management and organizational skills. Students also attend weekly one-on-one tutoring sessions in any content area with professionals holding a minimum of a master's degree.

Students accepted into this program are required to take EDU 100 Language and Learning Development, a three-credit college level course that is diagnostic in nature and focuses on the theories of behavioral psychologists and the relationship between intelligence and learning. Students also participate in weekly experiential learning activities in South Florida habitats such as Gumbo Limbo, various beaches and the butterfly garden located on campus. During these activities, students are encouraged to explore who they are in relation to living things in nature and identify issues that could impact their "survival" during their first semester of college. Students reflect on their values and their learning habitats through journaling, group discussions and other interactive assignments. Additional experiences, such as group activities and guest lecturers focusing on Howard Gardner's multiple intelligences, expand the learning process. (See the Institute for Achievement and Learning section on pages 55-56.)

## **II. EVENING UNDERGRADUATE DIVISION**

### **General Information**

The colleges at Lynn University are responsible for coordinating and scheduling programs for adults who seek higher education for training or degree completion. Evening programs operate on an accelerated schedule of six eight-week terms throughout the year, taught in the evenings and online.

To accommodate working professionals, classes are offered Monday through Thursday from 6 p.m. to 10 p.m. and online. In validation of the professional competencies working adults accumulate outside the classroom, it is possible for individuals to earn up to 30 credits for work experience through the portfolio credit process. Students pursuing portfolio credits must register for a portfolio course and map out the requirements for the amount of credits the student is seeking to achieve.

Credit hours are earned through traditional classroom or distance learning instruction and transfer credits. At the bachelor's level, certain military service course credits (DANTES), CLEP (College Level Examination Program), ACE (American Council on Education), FDLE (Florida Department of Law Enforcement), Series 7 License, and other professional certifications may qualify for academic credit.

### **Application Procedures**

**Applicants must submit all of the following:**

- completed Lynn University application and \$50 nonrefundable application fee
- official transcripts from all institutions of higher learning (for students who have attended college) or
- official high school transcripts or GED score report
- current resume
- one letter of recommendation from an employer or professor
- statement of professional goals

**International applicants must also provide:**

- official test results of the TOEFL (Test of English as a Foreign Language) or IELTS if English is not the applicant's first language. Applicants with TOEFL scores of 500 (paper-based), 173 (computer-based) or 61 (Internet-based) or with IELTS score of 6.0 will be considered for admission.
- an International Transcript Evaluation and course equivalency report for students who have attended schools outside of the United States
- copy of the biographical page of the applicant's passport. Passport must be valid for at least a six-month period prior to the enrollment date.
- a completed Foreign Student Financial Statement, along with a Certificate of Finance letter from a financial institution on official letterhead. Note: This requirement does not apply to U.S. resident aliens, who are required to submit a notarized copy of their green card.
- Transfer Eligibility Form from students currently studying in the United States on an F-1 visa

### III. GRADUATE DIVISION

#### General Information

The graduate programs of Lynn University focus on career and professional development, application of knowledge bases, clarification and development of professional and personal values, and the enhancement of intellectual and professional skills. As such, the graduate programs reflect increasing levels of complexity; require students to analyze, examine, question, synthesize and conduct research; think creatively and problem solve; evidence appropriate communication and information technology skills; and engage in active, collaborative and individual learning activities.

Lynn University seeks to admit students who can benefit from and are qualified for admission to the institution's graduate programs. The graduate programs are organized within several colleges or are interdisciplinary. Each college is headed by a dean and has a program coordinator. Thus, the various institutional units cooperatively seek students whose maturity, academic ability, motivation and discipline qualify them for admission into the graduate programs of Lynn University.

Admission to a graduate program is based on submission of all required documents. An admissions decision cannot be reached until the admission file is complete. Specific programs may require additional documentation. Undergraduate prerequisites are required for specific programs, including the M.B.A. and the M.Ed. Specific prerequisites or competencies are necessary for Ph.D. program students. These include statistics, communication (writing and speaking) and computer application competencies. (Please review Additional Degree Program Competency Requirements in the program description of the Ph.D. in Global Leadership).

Official test scores must be received directly from the testing organization. It is the student's responsibility to ensure that ALL required application materials are forwarded to the Office of Admissions in a timely manner. Undergraduate and graduate transcripts of all academic course work attempted must be submitted. Transcripts must be official and must be received in a sealed envelope by the issuing institution. Letters of recommendation will only be accepted if they are written by a supervisor or professor. All submitted application-related documents become the property of Lynn University and cannot be returned to the applicant.

#### Master's Degree and Graduate Certificate

##### Application Procedures

Applicants must submit all of the following:

- completed graduate application form and \$50 nonrefundable application fee
- official undergraduate and graduate transcripts of all academic course work attempted
- current resume
- statement of professional goals
- two letters of recommendation from previous professors or supervisors
- official appropriate entrance examination score report (GRE, GMAT, MAT)

M.Ed. applicants may substitute General Knowledge Test for the entrance examination. An official score report is required.

Master of Music and Professional Performance Certificate applicants are required to have an audition in lieu of a standardized entrance exam.

Graduate Certificate applicants are not required to submit an entrance examination.

#### Ph.D. Program

##### Criteria for Admission

The Graduate Admissions Committee will consider applicants who have achieved the following:

- a minimum of five years' professional experience as a practitioner, administrator, educator or researcher, whether academic or nonacademic. (This requirement may be waived in certain circumstances.)
- a completed master's degree in an appropriate area of specialization or field of intended study from an accredited or internationally recognized university.

Each applicant's file will be reviewed on a case-by-case basis when the file is complete. Additional information may be requested or an interview required.

##### Ph.D. Program Application Procedures

Applicants must submit all of the following:

- completed graduate application form and \$50 nonrefundable application fee
- official graduate and undergraduate transcripts of all academic coursework attempted
- appropriate entrance examination score report (GRE, GMAT, or MAT preferred) or equivalent such as the LSAT or the MCAT
- two letters of recommendation from previous professors or supervisors
- current vita including leadership, scholarship and organizational involvement
- professional overview; minimum three-page essay reflecting the applicant's philosophy and commitment to organizational innovation through a description and analysis of related professional experience
- statement of professional goals

#### International Graduate Students

##### Application Procedures

In addition to ALL of the application requirements for graduate certificate, master's and doctoral degree programs, international graduate applicants must also submit:

- an official International Transcript Evaluation and Course Equivalency Report
- official test results of the TOEFL (Test of English as a Foreign Language), or IELTS if English is not the applicant's first language. Applicants with TOEFL scores of 550 (paper-based), 213 (computer-based) or 80 (Internet-based) will be considered (not required for Professional Performance Certificate applicants).
- copy of the biographical page of the applicant's passport. Passport must be valid for at least a six-month period prior to the enrollment date.
- a completed Foreign Student Financial Statement, along with a Certificate of Finance letter from a financial institution on official letterhead. Note: This requirement does not apply to U.S. resident aliens, who are required to submit a notarized copy of their green card.
- Transfer Eligibility Form from students currently studying in the United States on an F-1 visa

##### The SEVIS I-20 Form

Accepted international students requiring an F-1 student visa must meet all of the requirements outlined above. Once all of the necessary documents have been received, students will be issued a SEVIS I-20 Form (Certificate of Eligibility) by the Center for International Programs and Services. This form, a valid passport and financial certification must be presented at the nearest U.S. Embassy or Consulate in the student's country of residence to obtain the required F-1 student visa for study in the United States.

### Financial Aid

- International students are NOT eligible for U.S. federal or state aid.
- U.S. citizens and resident aliens may apply for all U.S. subsidized financial aid programs by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Lynn University's FAFSA Code is 001505. Questions regarding financial aid may be directed to the Student Administrative Services Office at 561-237-7185 or [www.lynn.edu/financialaid](http://www.lynn.edu/financialaid).
- A limited number of graduate assistantships are available, and the selection process is competitive. Interested students should contact the Office of Student Administrative Services.

### Non-Degree-Seeking Students

#### Application Procedures

Applicants must submit all of the following:

- completed graduate application form and \$50 nonrefundable application fee
- official transcripts with proof of an earned bachelor's degree from an accredited or internationally listed university
- additional documents may be required, in which case, the applicant will be notified accordingly. Non-degree enrollment is limited to a maximum of 9 credit hours, with the exception of those individuals seeking an ESOL endorsement.

#### Readmission

Students who voluntarily or involuntarily withdraw from Lynn University for four or more consecutive terms lose degree-seeking status unless they had an approved leave of absence. Students wishing to return to the university must submit an application for readmission and a personal statement explaining the circumstances that caused them to leave and why they wish to return. Students who have attended another institution during their absence from Lynn University must have all academic credentials sent to the Office of Admissions. Additional documentation may be required.

Students who have been dismissed for academic deficiencies or suspended for disciplinary reasons for one or more terms must submit an application and a letter of appeal. Requests for readmission must be approved by the academic dean and dean of students. Students who are readmitted to the university return at the same academic standing they had prior to leaving the university. A student applying for readmission due to an extended leave of absence, or applying for readmission after dismissal, may be held to any new requirements in effect and/or may be required to validate prior learning.

## IV. ADDITIONAL ADMISSIONS INFORMATION

### American Disabilities Act (ADA)

Every effort is made to reasonably accommodate students requesting services to meet their special needs. Students must make their disclosures at the time of application to the university. Documentation will be required. Students also should disclose to their instructors during the first week of classes if they are requesting services to meet their special needs. The ADA coordinator for Lynn University is the dean of the Institute for Achievement and Learning.

### Reservation Agreements

Students enrolling at Lynn University do so with the understanding that they are in agreement with, and subject to, the following reservations by the university:

- Lynn University reserves the right of final decision in accepting candidates for admission. The student is subject to dismissal for submitting false or misleading information.
- The university reserves the right of final decision regarding course requirements for any degree program offered by the university and the content of individual courses.
- Enrolled students will abide by all Lynn University regulations and comply with all local, state and federal laws. The university reserves the right to suspend or dismiss students for violations of regulations. In such instances, tuition and fees paid to the university will not be refunded.
- Attendance at Lynn is a privilege granted solely by the university. The university reserves the right to withdraw, dismiss or suspend at any time a student whose conduct is deemed inconsistent with the standards, policies, rules and regulations of the university.

**Notice:** The university makes every effort to assure completeness and accuracy in the catalog. However, due to the inevitable changing nature of listings and policies from year to year, possible errors, misprints or omissions may occur, for which the university shall not be held liable.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the university. The university reserves the right to change any provision or requirement, including fees, contained in this catalog at any time with or without notice.



## Chapter V.

# Financial Information

## I. UNDERGRADUATE INFORMATION

All student charges must be paid in full before the student is allowed to register or attend classes. ALL STATEMENTS OF ACCOUNT ARE DUE AND PAYABLE IN FULL ON OR BEFORE THE DATE SHOWN ON THE STATEMENT. Since the university incurs many expenses of a continuing nature, such as salaries and maintenance, it is essential that the annual income from tuition and fees be assured in order to plan and maintain these services over the entire academic year. For this reason, it is understood that students are enrolled for the entire academic year or such portion as remains after the date of entrance. Furthermore, the university will not grant a degree or issue transcripts until all financial obligations have been satisfied. The university reserves the right to change, with or without notice, any of the fees printed in this catalog, and increases should be expected in subsequent years.

### 2007-2008 Fee Schedule

|                                 | Year     | Semester |
|---------------------------------|----------|----------|
| <b>Resident Student</b>         |          |          |
| Tuition                         | \$26,990 | \$13,495 |
| Room & Board (Double Occupancy) | \$10,100 | \$5,050  |
| Double with bathroom            | \$11,150 | \$5,575  |
| Triple with bathroom            | \$10,100 | \$5,050  |
| Private with community bathroom | \$12,250 | \$6,125  |
| Private with shared bathroom    | \$12,750 | \$6,375  |
| Private with private bathroom   | \$13,300 | \$6,650  |
| Hotel                           | \$11,150 | \$5,575  |
| Student Services Fee            | \$1,000  | \$500    |
| Technology Fee                  | \$500    | \$250    |

### Commuter Student

|   |          |                 |
|---|----------|-----------------|
| Tuition                                   | \$26,990 | \$13,495        |
| Student Services Fee                      | \$1,000  | \$500           |
| Technology Fee                            | \$150    | \$75            |
| TOTAL                                     | \$28,140 | \$14,070        |
| Mandatory International Student Insurance | \$941    | Jan - May \$525 |

### Comprehensive Support Programs

|   |             |                   |
|---|-------------|-------------------|
| <b>Component A</b>                            |             |                   |
| (1 year required, or enrolled in 3 Z courses) | \$11,750    | \$5,875           |
| <b>Component B</b>                            |             |                   |
| (returning or enrolled in 2 Z courses)        | \$8,400     | \$4,200           |
| One summer Z course                           | \$620       |                   |
| Evening Term Per Term                         | \$1,030     |                   |
| Metamorphosis (per semester)                  | New \$3,475 | Returning \$2,250 |

### Other Programs

|                                |                       |
|--------------------------------|-----------------------|
| Daytime, Part-time or Overload | \$785 per credit hour |
| Undergraduate Evening          | \$280 per credit hour |
| Graduate                       | \$550 per credit hour |
| Ph.D. Tuition                  | \$770 per credit hour |

### Special Fees for All Programs

#### Application for Admission for each program

|                       |      |
|-----------------------|------|
| Day Undergraduate     | \$35 |
| Evening Undergraduate | \$50 |
| Graduate              | \$50 |

#### Registration

|   |                   |
|---|-------------------|
| Evening Undergraduate, Ph.D. and Graduate | \$50              |
| Laboratory                                | \$30 - \$750      |
| Lost ID                                   | \$20              |
| Parking Fines                             | \$50              |
| Return Check                              | \$20              |
| Lost Key                                  | \$60-\$70         |
| Adirondack Experience                     | \$425             |
| Lock Change                               | \$50 - \$100      |
| Audit Fee                                 | \$650             |
| Study Abroad Trips                        | \$1,500 - \$6,500 |

### Deposits 2007-2008

Deposits are applied against tuition and/or room and board costs. Deposits are **NONREFUNDABLE**; however, students may request a refund by submitting a written request to the SAS office or Office of Admissions prior to May 1, 2007, before the beginning of the academic year. Deposits paid after May 1 for the Fall 2007 semester or Spring 2008 semester are nonrefundable.

|   |                    |
|---|--------------------|
| Tuition Deposit for New Students          | \$200 per semester |
| Resident Student Deposit                  | \$500 per semester |
| Comprehensive Support Program Deposit     | \$150 per semester |
| (in addition to one of the above amounts) |                    |

### Day Division Undergraduate Early Payment Discount Plan

An early payment discount of \$50-\$650 is available. Tuition prepayment discounts are allowed for

Single tuition payment for the ENTIRE 2007-2008 academic year if paid by:

|               |       |
|---------------|-------|
| April 1, 2007 | \$650 |
| May 1, 2007   | \$550 |
| June 1, 2007  | \$450 |
| July 1, 2007  | \$350 |

Single tuition payment for the Fall 2007 semester only if paid by:

|               |       |
|---------------|-------|
| April 1, 2007 | \$325 |
| May 1, 2007   | \$275 |
| June 1, 2007  | \$225 |

Single tuition payment for the Spring 2008 semester only if paid by:

|              |       |
|--------------|-------|
| Oct. 1, 2007 | \$100 |
| Nov. 1, 2007 | \$50  |

**Note:** Tuition discounts earned will be credited to the student's account in the succeeding month.

Room and board should be paid as early as possible to ensure a room assignment. All private rooms and double rooms with bathrooms must be paid in full for the full year as soon as possible to guarantee the room. Rooms are assigned on a first-come basis. A waiting list will be generated for these special rooms. All tuition, room and board charges, and fees for the Fall 2007 semester, as well as all other fees, are due no later than July 13, 2007, and for the Spring 2008 semester by Dec. 3, 2007.

Financial aid from third parties will not arrive before the expiration of prepayment deadlines. Therefore, individuals who would like to receive the tuition discount must pay the full tuition within the specified time frame and wait for a refund that will be generated by the receipt of financial aid. Institutional aid awarded by Lynn University will not be considered prepayment of tuition when computing the tuition discount.

## Lynn University Payment Arrangements

### Evening Program Discount Plans

**Family Discount**—Applies to immediate family members who are enrolled in credit-bearing classes during the same term. Two family members—10 percent discount for each. Three family members—15 percent discount for each. The discount is applied against the balance of payable tuition.

**Referral Bonus**—Applies to the Evening Division only. Once a referred student applies for admission and pays for the term, the individual who referred the new student is eligible for a book voucher not to exceed \$100 for the term once the referred student's first-term tuition is paid.

**Early Payment Discount**—Applies to evening students who have paid in full 30 days before the term commences. Registered for one class—\$50 discount. Registered for two classes—\$100 discount.

**Lynn University Payment Plan (undergraduate evening program only)**—One-third tuition at the beginning of the term, one-third tuition in the middle of the term and one-third tuition at the end of the term. Processing fee is \$50 and is due at the beginning of each term in which the payment plan is utilized. The student will provide post-dated checks at the beginning of the term for all tuition due for the term.

**Corporate Reimbursement**—All students on the corporate reimbursement program will be required to pay 50 percent of the tuition at the beginning of the term. The remainder will be due three weeks after the end of the term. The student will provide a post-dated check at the beginning of the term for the balance due. The student must provide proof that he or she is eligible for corporate reimbursement from his or her employer before he or she can be enrolled in this program.

### Submitting Payments

Payments are accepted in cash, check, money order, credit card or electronic wire transfers in U.S. dollars only. Credit cards that are accepted: VISA, MASTERCARD, AMERICAN EXPRESS and DISCOVER. Please include the student's Lynn University identification number with all payments. Payments may be submitted by:

#### By Mail:

Cashier  
Lynn University  
3601 North Military Trail  
Boca Raton, FL 33431

#### By Phone: 561-237-7187

**By Internet:** [www.lynn.edu/payments](http://www.lynn.edu/payments)  
**By Wire:** Bank of America, Boca Raton, FL  
Routing transit #: 0260-0959-3  
Lynn University Checking account #: 003446423293

To help ensure that the appropriate student's account is credited on a timely basis, include the student's name and Lynn University student identification number on wiring instructions; fax confirmation to the Office of Student Administrative Services at 561-237-7189.

### Wire Payments

Funds received through a wire must be for the amount due on the student account. If payment is received that exceeds the amount due, these funds will be credited to a

future semester to cover anticipated tuition and related fees. If a refund is requested by the family, it will be refunded only to the issuing party, using the same wire instructions as the original disbursement.

### Monthly Payment Program

Parents who prefer to pay educational costs out of their monthly income may do so through the program of an educational loan company, such as Tuition Pay at 1-800-635-0120 or [www.tuitionpayenroll.com](http://www.tuitionpayenroll.com).

\* This is only offered to day students.

### Tuition Refund Plan

Lynn University has arranged with AWG Dewar to offer tuition insurance to our students and parents to minimize the financial burden of losses incurred when a student suffers a serious illness or accident and has to leave the university.

For more information call 617-774-1555 or [www.collegerefund.com](http://www.collegerefund.com).

### Student Course Load (Full-time vs. Part-time)

Day Division full-time undergraduate program students enroll each semester in a minimum of three courses for nine credit hours to a maximum of five courses for 16 credit hours. Approval from the student's academic advisor and academic dean is required for a student to enroll in more than 16 credit hours per semester. There is a charge for the additional credit hours (overload) at a tuition rate of \$785 per credit hour.

Students requesting a special exception to enroll in the Day Division for less than nine credit hours must receive written authorization from the Registrar. The full-time tuition rate is \$13,495 per semester.

### Drop/Add Process/Overload

Students are permitted to drop/add prior to the beginning of the term without any penalty toward the regular daytime tuition charge. Once the term has begun, fees will be assessed. Additional changes will be determined by the end of drop/add process by the following dates:

|                      |               |
|----------------------|---------------|
| <b>Day Students:</b> | Sept. 7, 2007 |
|                      | Jan. 25, 2008 |
|                      | May 13, 2008  |

By the above dates, students will be billed for the credits as of this date for the remainder of the semester. Any courses added subsequently will be assessed at the full rate. Drops will not be permitted after these dates for that term, but the student may wish to withdraw from the course. In those instances, there will not be any credit assessed on fees.

**Evening Undergraduate Students:** On the first day of term, the tuition is fully charged for all courses enrolled. If the course is subsequently dropped during the drop/add period, the student will be entitled to a 75 percent credit on tuition on the dropped course. After the drop/add period, all tuition remains as assessed. There will not be any credit assessed on fees for course withdrawals.

### Technology Fee (Mandatory)

Resident Student: \$250 per semester

Day Student (Commuter): \$75 per semester

This fee is for e-mail address and Internet access. E-mail addresses may be obtained from the Information Technology Department located in the Green Center.

### Student Services Fee (Mandatory)

Resident or Commuter Student: \$500 per semester

This fee is assessed to all students. It covers the use of the library, fitness center and pool. It also pays for intramurals, student activities and student government, and provides funds for the Student Finance Committee.

## Summer Session 2008

The tuition rate is \$785 per credit hour. Students may take up to six credit hours. The Summer Internship rate is also \$785 per credit hour.

## Room and Board Fee

The room and board fee covers the room, residence, electricity, water, maintenance of furniture and 19 meals throughout the week. The student will be able to have three meals a day during each of the designated times throughout the week and twice on each weekend day. All resident students are charged a meal plan whether or not they choose to eat. Commuter students wishing to purchase a meal plan may do so at the cashier's office. The 10-meal plan costs \$63.50 for every 10 meals.

## Residence Hall Fees

If a student requests a lock to be changed, vacates a residence hall without turning in his or her key or duplicates his or her room key off campus, a lock change fee from \$50 to \$100 will be placed on the student's account.

A student locked out of his or her room more than three times per semester will incur a lock-out fee of \$50 on his or her account.

Any change of any room at any time without written approval from the Office of Residence Life will be subject to a fee of \$50.

Students will be charged replacement costs for missing or damaged room items.

## International Students

International students are required to obtain injury/sickness insurance, which is provided by Cultural Insurance Services International. The estimated cost is \$941 per year.

## Comprehensive Support Program

This program requires the following special accommodations fees for each program component in addition to Day Division Full-Time Undergraduate Program tuition and fees. Entering freshman students in the Comprehensive Support Program are required to be enrolled for the full year in Component A, which includes their first and second semesters.

|             | Year         | Semester |
|-------------|--------------|----------|
| Component A | \$11,750     | \$5,875  |
| Component B | \$8,400      | \$4,200  |
| Component C | \$1,030/term |          |

(Undergraduate/Evening /Weekend, 8 weeks)

Non-freshman students required to be in the program for the full year have until the end of the add/drop period to request to be reviewed to be withdrawn from the program in order to receive a full Comprehensive Support Program refund. After the drop/add period ends, there will not be any refund. Students enrolled in six credits or less will be charged one-half the Component A or B semester rate, depending on their status.

## Miscellaneous Fees

### Course Audit Fee

The audit fee per course is \$650.

### Laboratory Fees

Laboratory fees are charged for the use of computer labs and certain other lab courses and texts as listed in course descriptions and semester/term class schedules. Required field trips also are included. Fees per lab range from \$30 to \$750.

### Study Abroad Fee

All day students are required to attend a study abroad program in their major during junior or senior year. Trips are valued between \$1,500 and \$6,500. Payment is due six weeks before the departure date. A \$500 deposit is required. Deposits are non-refundable unless the trip is cancelled.

## Transcript Fee

There is no charge for an official transcript. These costs are covered by the Alumni Fund. Lynn University encourages all students to donate to the fund so that this service can be offered to future students. All student accounts must be current before a transcript can be issued.

## Lost Identification Card

An ID (Lynn OneCard) is required for all students. It must be presented at any office for assistance, at the library, for classroom and dining hall entry, and to security for after-hours campus entry. It is critical that students carry their IDs at all times. A lost or damaged card can be replaced with a \$20 fee. Students must go to the Cashier to make their payment. If the lost card is found, please return it to the Campus Card office, as it will no longer be valid on campus.

## Lynn OneCard

Lynn University requires that all students have an identification card. The card also serves as a debit/credit card. We work in conjunction with Higher One, Inc.

The Lynn ID card is designed to provide the following services:

- Meal plans
- Prepaid debit/credit card Sales through a MasterCard (on or off campus)
- Self inquiry/identification
- Library card
- Housing access, for those rooms equipped for card entrance
- Access to the campus after hours

All new students will have a card mailed to their home. It is the student's responsibility to activate it. The student can also choose to open a free checking account with Higher One. All student refunds are also processed through the Lynn OneCard. All students must pick a refund method online. The three options are crediting the Higher One checking account electronically, crediting a different bank account, or via a paper check. All three options have varying time periods. Students should visit the Web site [www.lynnonecard.com](http://www.lynnonecard.com) to update this information.

The Lynn OneCard is only for the student. The student is not to give it to anyone else at any time.

To protect cardholders, university and dining staff will examine ID cards when presented to confirm that the card is being used by the person to whom it was issued.

## Student's Responsibility

- Students will be responsible for any activity, service, privilege or sale transaction occurring on their card if it was loaned or given to another person.
- The card is the property of Lynn University.
- The card must be presented upon request by a university official.
- It is never to be used as collateral.
- Lost or stolen cards need to be reported immediately, either on the Web or by calling Higher One.
- The Lynn OneCard site is [www.lynnonecard.com](http://www.lynnonecard.com).

## Credit Balance Refunds

Any student account that has a credit balance on the account is eligible to have a refund processed. Families may choose to have the credit placed toward a future term or request that it be applied to the student's Lynn OneCard. All refunds will be processed through Higher One (Lynn OneCard) and made payable to the student.

Cards can be applied for through the Campus Card Office located in the Green Center. Refunds normally require 1 to 2 weeks for approval and processing.

Students must complete a Refund Request form for each refund. The form is located on the Web at [www.lynn.edu/financialaidforms](http://www.lynn.edu/financialaidforms) or in the Office of Student Administrative Services located in the Green Center.

### Late Payment Fee for Preregistered Students

All Day Division students who are preregistered for courses must pay their student accounts by July 13, 2007, for the Fall 2007 semester and by Dec. 3, 2007, for the Spring 2008 semester. If payment is not received by the due date, there will be a late payment fee of \$500 assessed to the account.

### Finance Charges

A finance charge will be computed at the rate of 10 percent per annum on the unpaid balance of each student's account at the end of the preceding month, less any credits applied and payments received during that preceding month.

### Financial Policy

If a student's account shows a past due balance of any nature, the university will not issue a transcript, diploma, certificate or recommendation to that student and will not allow the student to enroll for subsequent terms until the student's account is paid in full or until satisfactory arrangements are made with the Office of Student Administrative Services to resolve the indebtedness. Indebtedness is defined as any money or property owed to the university for any reason (i.e. lab fees, library fines, parking fines, unreturned health supplies or athletic equipment, etc.). Students are responsible for checking with the Office of Student Administrative Services on questions of indebtedness.

The university may utilize the services of a collection agency to collect any amount past due and the student will be charged an additional amount equal to the cost of collection fees including fees and expenses incurred by Lynn University.

### Books

Textbooks may be purchased in the university bookstore with cash, check, credit card or the Lynn OneCard. A large selection of school and personal supplies is also available.

### Art and Design Supplies

Art and design supplies cost an average of \$200 per semester.

### Flight Training Expenses

Students who elect the Flight Option will receive their ground school instruction on campus as part of the regular curriculum (i.e., Primary, Instrument, and Commercial Flight Theory). Flight training is conducted at the nearby Boca Raton Airport under Part 141 of the FARs. New students who elect the Flight Option in September will begin flight training approximately two to three weeks into the fall semester. Expenses are paid directly to Lynn University.

Flight training expenses can differ considerably from student to student because of varying proficiency levels. Therefore, estimated flight training costs are based upon what is considered a reasonable average of instructional hours for the majority of flight students. These costs reflect current flight instruction fees and aircraft rental rates, and are subject to change without notice.

Flying Rates are based on \$115/hour for the aircraft, \$45/hour for the instructor and \$65/hour in the flight training device.

#### Private Pilot:

| Hours                    | Per Hour | Total |         |
|--------------------------|----------|-------|---------|
| Dual Instruction         | 50       | \$149 | \$7,450 |
| Solo Flight              | 10       | \$109 | \$1,090 |
| Pre/Post Flight Briefing | 17       | \$40  | \$680   |
| Supplies                 |          |       | \$600   |

**Total for Private Certificate:** \$9,820

#### Instrument Rating:

|                          | Hours | Per Hour | Total   |
|--------------------------|-------|----------|---------|
| Dual Instruction         | 30    | \$159    | \$4,770 |
| Flight Training Device   | 15    | \$80     | \$1,200 |
| Pre/Post Flight Briefing | 15    | \$45     | \$675   |
| Supplies                 |       |          | \$700   |

**Total for Instrument Certificate:** \$7,345

#### Commercial Rating:

|                          | Hours | Per Hour | Total   |
|--------------------------|-------|----------|---------|
| Dual Instruction         | 40    | \$160    | \$6,400 |
| Solo Flight              | 65    | \$115    | \$7,475 |
| Complex Aircraft         | 15    | \$180    | \$2,700 |
| Pre/Post Flight Briefing | 13    | \$45     | \$585   |
| Supplies                 |       |          | \$425   |

**Total for Commercial Certificate:** \$17,585

**Total for all ratings:** \$34,750

Federal Aviation Administration Designated Flight Examiners will administer all check rides. The examiner will collect a fee for the ground and air evaluations and all certificate paperwork.

Please visit [www.lynn.edu](http://www.lynn.edu) or call for the current fees.

#### Flight Training Deposit

Students electing to obtain their flight certificates through the Burton D. Morgan School of Aeronautics must place a \$2,000 deposit on their account specifically for flight training prior to beginning flight training in each certificate. Students may use this deposit to cover flight training costs. The student does not need to keep the full deposit amount on account. Any portion of the flight training deposit not used for flight training is fully refundable.

The curriculum lists the flight theory and related flight training course work in the first two years.

Students are not bound by this schedule and may complete their ratings at any time prior to graduation. However, students should schedule their flight training courses to coincide with the related ground school courses and should note that not all ground school and flight training courses are available every semester.

A new Flight Option student who already has a pilot's certificate and rating(s) can apply for and receive credit for equivalent courses in the curriculum. However, prior to the award of any credit, the chief flight instructor will administer the standard Part 141 diagnostic evaluation to determine whether any review (ground school or flight) is necessary. The flight school director has final authority over all flight-related credit awards. Students enrolling in Lynn University and pursuing pilot certificates and ratings outside the university's flight program will not receive credit for any equivalent flight courses in the curriculum.

Students are required to obtain personal liability coverage to protect them from liability costs that may occur as a result of operating an aircraft. No student will be allowed to fly until proof of liability coverage is placed in the student's record at Lynn University.

#### Frasca Flight Training Device (FTD Simulator)

Students in the Flight Option who are enrolled in any of the three flight training courses may utilize the FTD as required by the instructor. A lab fee will apply in accordance with the following scale:

#### Course Lab Fees

|   |       |
|---|-------|
| AVM 120 Primary Flight Theory and Training, Solo        | \$100 |
| AVM 121 Primary Flight Theory and Training, PPL         | \$100 |
| AVM 220 Instrument Flight Theory and Training, PPL      | \$100 |
| AVM 221 Instrument Flight Theory and Training, Advanced | \$100 |

Payment of the appropriate lab fee will entitle the flight student to use the Frasca FTD during private pilot training at no additional charge. During instrument training, the student may use the Frasca FTD as required by the syllabus at a discounted rate.

Payment of the appropriate lab fee will entitle the flight student to use the Frasca FTD as required or recommended by the instructor, at no additional charge, either for FTD use or instructor time. When using an instructor not employed by Lynn University, however, a \$30 per hour fee will apply.

Any Lynn University student who is not enrolled in one of the above listed courses may use the FTD at the rate of \$25 per hour to increase flight proficiency. There will be no instructor charge for using Lynn University instructors; using outside instructors carries a \$30 per hour fee.

### Day Division Refund Policy

In cases of withdrawal from the university, a student must file a Request for Withdrawal form that establishes the date to which the university refund schedule applies. It is also the student's responsibility to make a written refund request to the Office of Student Administrative Services before refunds will be made.

REFUNDS ARE CALCULATED ON THE BASIS OF TOTAL SEMESTER CHARGES PAYABLE AFTER DEDUCTIONS FOR NONREFUNDABLE DEPOSITS AND OTHER NONREFUNDABLE FEES SUCH AS LAB FEES, SERVICE AND TECHNOLOGY FEES.

When a withdrawing student has been awarded financial aid and the student withdraws prior to completing 60 percent of the term and if Title IV financial aid has been used to pay for all or any portion of the charges, financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV Programs based on the number of days not attended. The order of refunds will be: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG and other Title IV aid programs.

If a student withdraws anytime during a semester, all Lynn University grants and scholarship funds will be prorated to the university accounts. This policy may result in a financial obligation that is payable to the university at the time of a student's withdrawal.

### Calculation of Refundable Amounts for Day Program

The table below is based on accounts paid in FULL.

|   | Fall 2007 | Spring 2008 |
|---|-----------|-------------|
| <b>Tuition, Board and the Comprehensive Support Program</b> |           |             |
| Prior to the first day of classes                           |           |             |
| 100 %   | 8/27/07   | 1/15/08     |
| Within seven days from the first day of classes             |           |             |
| 75 %  | 9/4/07    | 1/22/08     |
| Within 14 days from the first day of classes                |           |             |
| 50 %  | 9/10/07   | 1/29/08     |
| Within 25 days from the first day of classes                |           |             |
| 25 %  | 9/21/07   | 2/11/08     |
| After 25 days from the first day of classes                 |           |             |
| NO REFUND   |           |             |

#### Room Charges

|                                  |           |
|----------------------------------|-----------|
| Prior to 8/27/07 for FALL 2007   | 100 %     |
| Prior to 1/15/08 for SPRING 2008 | 100 %     |
| After the above dates            | NO REFUND |

#### Refund

There are no refunds for withdrawals after 9/21/07 for Fall 2007 and 2/11/08 for Spring 2008. The refund amount will be reduced by any financial aid that is cancelled due to the withdrawal. Refund checks will be mailed to the billing address on file within four to six weeks of the withdrawal date. Any remaining balance due after the refund adjustment is the obligation of the parent/student.

### Calculation of Refundable Amounts for Summer Terms

#### Tuition and Board

|                                   |          |
|-----------------------------------|----------|
| Prior to the first day of classes |          |
| 100 %                             | 05/12/08 |
| During the first day of classes   |          |
| 75 %                              | 05/13/08 |
| During the second day of classes  |          |
| 50 %                              | 05/14/08 |
| During the third day of classes   |          |
| 25 %                              | 05/15/08 |
| After the fourth day of classes   |          |
| NO REFUND                         | 05/16/08 |

#### Room Charges

|  |          |
|--|----------|
| Prior to the date publicized as the first day of classes |          |
| 100 %  | 05/12/08 |
| After that date  |          |
| NO REFUND  | 05/13/08 |

#### Summer Internship Tuition

|   |          |
|---|----------|
| Prior to the date publicized as the first day of internship |          |
| 100 %   | 06/09/08 |
| During the first week of internship                         |          |
| 75 %  | 06/16/08 |
| After the first week of internship                          |          |
| NO REFUND   | 06/17/08 |

### Undergraduate Evening Refund Policy

Students receive 100 percent of the tuition paid if they drop courses prior to the date publicized as the first day of the term. For courses dropped during the first week of the term (add/drop) period, students receive 75 percent of the tuition. There is no refund after the first week of the term.

### Undergraduate Evening Withdrawal

Withdrawals from Evening Division classes must be accomplished through SAS and are only permitted through the seventh (7th) week of a term. It is the student's responsibility to properly file a Request for Withdrawal form from the Office of Student Administrative Services. THERE IS NO REFUND AFTER THE FIRST WEEK OF THE TERM.

When a withdrawing student has been awarded financial aid and the student withdraws prior to completing 60 percent of the term, and if Title IV financial aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV programs based on the number of days not attended. The order of refunds will be: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG and other Title IV aid programs. Students enrolled in only three credits each in the evening term will have a Title IV calculation computed on two terms.

If a student withdraws at any time during a semester, all Lynn University grants and scholarship funds will be prorated to the university accounts. This policy may result in a financial obligation that is payable to the university at the time of a student's withdrawal.

### Evening Division Enrollment Requirements for Financial Aid

For undergraduate degrees, a minimum of six credit hours in a given term is required for the loan programs. A student must stay enrolled in at least three credits each consecutive term thereafter to maintain in-school status for the loan programs.

For graduate programs, a minimum of three credit hours is required in a given term; however, the graduate student must register for two consecutive terms. Maintaining in-school status refers to not going into repayment. It does not indicate that a student can be enrolled in three-credit courses and be eligible for a loan. For the Florida Programs (Florida Resident Access Grant), credit hour requirements are as follows:

|           |                      |             |           |
|-----------|----------------------|-------------|-----------|
| Spring I  | (January - March)    | eight weeks | 6 credits |
| Spring II | (March - April)      | eight weeks | 6 credits |
| Fall I    | (August - October)   | eight weeks | 6 credits |
| Fall II   | (October - December) | eight weeks | 6 credits |

Scholarships also are available for evening students. Applications are available in the Office of Admissions.

## Financial Aid

Lynn University participates in most Title IV financial aid programs. The purpose of these programs is to supplement the resources of applicants and their families. Financial aid awards are made on the basis of need, and applicants must file a financial statement reflecting the family's resources. Since financial aid is limited, applicants are encouraged to apply as early as possible (preferably by March 1 for entrance the following academic year). Tentative awards are made when the student has filed all required forms and the analysis of need has been received from the Federal Processing Center. Aid is generally awarded in a combination of loans, employment and/or grants. Students also are encouraged to apply for state grants or loans open to them and to investigate educational loans from local banks.

## Standards of Satisfactory Academic Progress for Financial Aid - Day and Evening Divisions

Financial aid is awarded contingent upon the recipient maintaining satisfactory academic standing and progress toward a degree. Students on financial aid will have their cumulative grade point averages evaluated at the end of the spring semester for Day Division students and in June for Evening Division students each academic year. At that point, students must have a cumulative grade point average of 2.0. If a student falls below a 2.0, he or she will be placed on financial aid probation for the following academic year. Students will be allowed Title IV financial assistance during the probationary period. A student is removed from probationary status when his or her cumulative grade point average is 2.0 or better. If a student has completed a second academic year of attendance at Lynn University, he or she must have a 2.0 cumulative grade point average at the end of the spring semester for Day Division students and in June for Evening Division students to retain Title IV funding for the following academic year. There is no probationary semester. Students receiving Title IV funding must complete their degrees within a specific time frame as follows:

### Bachelor Degree

Full-time: 12 semesters (6 years)

Part-time: 24 semesters (12 years)

Each Title IV recipient must meet a specific measurement of academic progress within the specified time frame as follows:

### Bachelor Degree

Full-time: 20 credits (annually)

Part-time: 10 credits (annually)

Course withdrawal(s) or incomplete(s) are evaluated as non-completed courses and are not counted toward the time frame requirement.

Repeat courses are evaluated as any other normal course. A student may appeal these standards if there has been undue hardship (i.e., medical, death, divorce). Appeals must be directed to the Office of Student Administrative Services for review by the Financial Aid Committee. Students will be notified by the Office of Student Administrative Services within thirty (30) days of the Financial Aid Committee's decision.

In addition, specific financial aid programs require the following academic achievements for renewals:

### Presidential Scholarship and National Merit Finalist Scholarship

3.5 cumulative grade point average at the end of the spring semester

### Florida Resident Academic Incentive Scholarship, Academic Scholarship, Transfer Scholarship

3.0 cumulative grade point average at the end of the spring semester

### Dean's Scholarship

3.25 cumulative grade point average at the end of the spring semester

### Lynn University Grant

2.75 cumulative grade point average at the end of the spring semester

### Athletic Scholarship

2.0 cumulative grade point average each semester

### Music Scholarship

2.75 cumulative grade point average, a B or better in Applied Music Instrument lessons, and fulfill requirements set forth in the Conservatory Student Handbook

### Florida Programs

A renewal student must have a 2.0 cumulative grade point average and have completed 24 credit hours during two semesters (fall and spring). A student is eligible for one probationary year if he or she falls below a 2.0 cumulative grade point average after the end of the spring semester.

### The Standards of Academic Progress apply to the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Stafford Loans (Subsidized and Unsubsidized)
- Federal Parental Loan for Undergraduate Students (PLUS)
- Federal Work Study Program
- Federal Academic Competitiveness Grant
- National Science and Mathematics Access to Retain Talent Grant

If a student is unable to meet the above requirements, he or she must contact the Office of Student Administrative Services to investigate if other arrangements are possible.

## Applying for Financial Aid

1. All applicants for admission are requested to complete a Free Application for Federal Student Aid (FAFSA). This also can be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. The FAFSA must be returned to the appropriate processing agency. The agency will process this form and send the university a report on what the family can be expected to contribute to the educational costs.
3. Students should make sure that their transcripts and recommendations are on file at the university because financial aid decisions are not made until students have been accepted to the university.
4. When students have been accepted and the financial analysis has been received from the processing agency, the university determines the financial aid award and notifies the students. If a student wishes to accept the award, he or she must submit a nonrefundable deposit to the admissions office within 15 days. This deposit is credited to the student's account.
5. Before federal financial aid funds can be credited to a student's account, information submitted on the FAFSA is sometimes verified. The university is responsible for coordinating this federal verification process. In order to clarify the family's financial situation, the Office of Student Administrative Services may request a copy of the parents' and student's tax returns and other information. All financial aid is awarded on the condition that the above information is provided when requested.

Upon receipt of the information, it is reviewed and compared with the information noted on the need analysis. If this new information changes data previously submitted, a revised financial aid award may be sent. Timely response to requests will avoid delays in an accurate assessment of need.

## Types of Financial Aid

Applicants do not apply for the various types of awards individually. The university determines the types and amounts of awards based on the amount of aid available in the various programs and the family's expected contribution.

## Federal Programs

### Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)

The Pell Grant is a federal aid program for those with substantial need. The grant may be worth up to \$4,310 per year depending on the family's resources and the federal funds actually available. The Supplemental Educational Opportunity Grant provides additional assistance to those with severe need who cannot meet college costs with other forms of aid. The average award is \$1,500 per year. The Free Application for Federal Student Aid (FAFSA) is used to determine eligibility for these grants. This is not available to students pursuing a second bachelor's degree.

### Academic Competitiveness Grant (ACG)

This is a new grant program that began in the 2006-2007 award year for full-time undergraduate students enrolled in an eligible program, who receive Federal Pell Grants and are U.S. citizens. Students also must have completed a rigorous secondary school program of study and be enrolled in at least a two-year academic program acceptable for full credit toward a bachelor's degree. The award is up to \$750 for the first academic year and up to \$1,300 for the second academic year.

### National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)

This is a new grant program for full-time undergraduate students who are enrolled in the third or fourth academic year of an eligible program, who receive Federal Pell Grants and are U.S. citizens. An eligible program in the National SMART Grant is one that leads to a bachelor's degree in an eligible major. Students must have at least a 3.0 cumulative grade point average. The award is up to \$4,000 for each of the third and fourth academic years.

### Federal Perkins Loan

The Perkins Loan program provides low-interest loans to students with demonstrated need. Repayment of the loan begins nine months after the student ceases to be at least a half-time student. The university will allocate these loans to those who are most eligible. Average award is \$1,200 per year. This is not available to students pursuing a second bachelor's degree.

### Federal Work Study Program

Under this program, a student is assigned a job on campus depending on financial need and the availability of funds. Students usually work eight to 12 hours per week. Pay rates start at \$6.67 per hour. After four years of service, the pay rate can reach \$9 per hour.

### Federal Stafford Loan

A Stafford Loan is available to students who demonstrate financial need. The maximum allowed for the first-year undergraduate student is \$3,500, the second year it is \$4,500, and after two years it is \$5,500 per year. For Stafford Loans first disbursed on, or after July 1, 2006, there will be a fixed rate of 6.8 percent. Eligibility is based on other sources of financial aid received and a parental contribution factor. Applications for this loan are made through a bank that participates in this federal program. You must complete the Federal Stafford form and the Master Promissory Note available through the Office of Student Administrative Services, or you may do so online at [www.lynn.edu/loans](http://www.lynn.edu/loans).

### Federal Parental Loan for Undergraduate Students (PLUS)

This loan is not based on financial need, but must be within the cost of attendance determined by the university. The amount a parent can borrow is the difference between the cost of attendance and financial aid eligibility. For PLUS loans first disbursed on, or after July 1, 2006, there will be a fixed rate of 8.5 percent. Repayment begins within 60 days of the full loan disbursement. Application forms are available in the Office of Student Administrative Services. Parents are encouraged to apply online at: [www.lynn.edu/loans](http://www.lynn.edu/loans).

### Unsubsidized Federal Stafford Loan

This loan is not based on financial need. A student who wishes to apply for the Stafford Loan program and is not eligible based on financial need, or is only partially eligible, may apply for the full or balance of his/her eligibility through the unsubsidized loan program. For Stafford Loans first disbursed on, or after July 1, 2006, there will be a fixed rate of 6.8 percent. The student is responsible for all in school interest, which can be capitalized at the end or paid through the enrollment periods. The maximum amounts are: \$3,500 for a first-year undergraduate student, \$4,500 for a second-year student, \$5,500 for a third- or fourth-year student, and \$10,000 for a graduate student. Independent students are eligible for an additional \$4,000 for the first two years and \$5,000 for the last two years. The maximum eligibility for an independent student including the Stafford or unsubsidized Stafford loans combined would be \$7,500 for a first-year student, \$8,500 for a second-year student and \$10,500 for a third- or fourth-year student. Applications for this loan are made through a participating bank. You must complete the Federal Stafford Loan form and the Master Promissory Note available through the Office of Student Administrative Services or you may do so online at [www.lynn.edu/loans](http://www.lynn.edu/loans).

## Florida Programs

### Florida Resident Access Grant

Dependent students whose parents have been residents of Florida or independent students who have been residents of Florida for at least 12 months for other than educational purposes, are enrolled in 12 credits each semester and maintain a 2.0 grade point average may be eligible to receive up to \$3,000 per year from the State of Florida.

### Florida Student Assistance Grant

Florida Student Assistance Grants up to \$1,722 per year are based on financial need and the same residential and academic requirements as the Florida Resident Access Grant. The student must file the Free Application for Federal Student Aid (FAFSA) prior to April 15 to be considered for aid for the next academic year.

## Bright Futures Programs

### Academic Scholars Award (Freshmen Only)

The student must be a graduate of a Florida high school, have obtained a cumulative grade point average of 3.5 in the 15 college preparatory courses as identified by the Florida Board of Regents Rule, have an SAT of 1,270 or an ACT of 28 or higher, and complete 75 hours of community service. National Merit Scholars or graduates of the International Baccalaureate programs are automatically eligible. The award amount is currently \$1,993 per semester if the student is enrolled in 12 credits or more. Application is submitted directly to the Florida Department of Education. Deadline: 4/1/2007. Students may apply online at [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).

### Medallion Scholars Award (Freshmen Only)

The student must be a graduate of a Florida high school, have obtained a cumulative grade point average of 3.0 in the 15 college preparatory courses as identified by the Florida Board of Regents Rule, and have an SAT of 970 or an ACT of 20 or higher. National Merit Scholars or graduates of the International Baccalaureate programs are automatically eligible. The award amount is currently \$1,270 per semester if the student is enrolled in 12 credits or more. Application is submitted directly to the Florida Department of Education. Deadline: 4/1/2007. Students may apply online at [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).

### **Gold Seal Vocational Scholars Awards (Freshmen Only)**

The student must be a graduate of a Florida high school and have obtained a cumulative grade point average of 3.0 in subjects required for high school graduation and a 3.5 grade point average in required vocational or technology education courses. Students must have 15.5 required courses as identified by the Florida Board of Regents Rule, and have an SAT Verbal of 440 and Math of 440 or ACT Reading 18, English 17 and Math 19. Completion of a minimum of three Vocational Job Preparatory or Technology Education Program credits in one vocational program and, finally, a passing score on the Florida College Placement are required. The award amount is currently \$1,270 per semester if you are enrolled in 12 or more credits. Application is submitted directly to the Florida Department of Education. Deadline: 4/1/2007.

For more information on the Florida Bright Futures programs, please contact your high school or visit the Florida Bright Futures Web site at: [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).

### **Monthly Payment Program**

Parents who prefer to pay educational costs out of their monthly income may do so through the program of an educational loan company, such as Tuition pay at 1-800-635-0120 or [www.tuitionpayenroll.com](http://www.tuitionpayenroll.com).

### **Institutional Programs**

Available for undergraduate Day Division programs only.

#### **Presidential Scholarship**

To be considered for this scholarship, students must meet the following minimum requirements: rank in the top 10 percent of their high school class; have SATs of 1200 or above, or ACT scores of 24 or above; and a grade point average of 3.75 or higher. The student must meet two of the three criteria listed. An essay may be required, and it is renewable when a 3.5 grade point average is maintained. The award amount is full tuition, of which 70 percent will be applied toward tuition and 30 percent toward campus room and board.

#### **National Merit Scholarship**

A student who is a National Merit Scholar will receive a full tuition scholarship from Lynn University. This award is renewable when a cumulative 3.5 grade point average is maintained. This program is open to international students.

#### **Dean's Scholarship**

To be considered for this scholarship, students must meet the following minimum requirements: rank in the top 20 percent of their high school class; have SATs of 1100 or above, or ACT scores of 24 or above; and a grade point average of 3.25 or higher. The student must meet two of the three criteria listed. This is renewable when a 3.25 grade point average is maintained. Award amount is \$12,000.

#### **Academic Scholarship**

To be considered for this scholarship, students must meet the following minimum requirements: rank in the top 30 percent of their high school class; have SATs of 950 or above, or ACT scores of 20 or above; and a grade point average of 2.8 or higher. The student must meet two of the three criteria listed. This is renewable when a 3.0 grade point average is maintained. This scholarship amount varies from \$8,000 to \$10,000.

#### **Florida Resident Incentive Scholarship**

To be considered for this scholarship, students who are residents of Florida must meet the following minimum requirements: rank in top 30 percent of their high school class; have a grade point average of 3.0 or higher; and SAT scores of a 1000 or ACT scores of 22 or higher. The student must meet two of the three criteria listed in addition to being a Florida resident. This award is renewable if the student maintains a cumulative 3.0 grade point average or higher. The amount of this award is \$ 10,000.

### **Transfer Scholarship**

These scholarships are awarded to transfer students with a grade point average of 2.8 or higher who have successfully completed a minimum of 15 college credits. This scholarship is renewable if the student maintains a 3.0 cumulative grade point average. The award may range from \$3,000 to \$11,000.

### **Lynn University Honors Program Award**

Awarded to Lynn University students who participate in the Lynn University Honors Program, this is the only award that may be combined with any of the above programs as long as the two combined do not exceed the cost of tuition. The amount of the award is \$1,000, and it is renewable if the student remains in the Honors Program. This program is open to international students. Students will be notified in writing of their invitation to participate in the Honors Program.

### **Lynn University Loan Program**

This loan program is awarded on the basis of financial need as determined by the Office of Student Administrative Services. The funds for this program are limited. The loan represents money borrowed by the students and must be repaid with interest after leaving school. The current interest rate is 5 percent. The student must sign a promissory note for this loan, which must be returned to the Office of Student Administrative Services prior to registration. Perkins recipients are ineligible for this loan unless prior Perkins Loans are paid off.

### **University Financial Aid Grant**

These grants are awarded to students who demonstrate financial need on the Free Application for Student Federal Assistance application. Awards range from \$1,000 to \$10,000.

### **Lynn University Grant**

Grants are awarded to upper-class students who are worthy of scholarship consideration and in need of financial assistance. Average award is \$1,000 per year. The grant is renewable if the student maintains a 2.75 cumulative grade point average each year.

### **Athletic Scholarships**

These scholarships are available in men's soccer, baseball, tennis, basketball and golf, and in women's soccer, tennis, basketball, volleyball, golf and softball. Awards range from \$100 to \$37,090 per year. A 2.0 grade point average is required to maintain an athletic scholarship.

### **Music Scholarship**

These scholarships are awarded to students primarily on the basis of musical ability and artistic talent as demonstrated in their audition. Students must complete the Free Application for Federal Student Aid, FAFSA, (or International Student Financial Review Form for international applicants) in order to be considered. Applicants are encouraged to apply by the priority deadline of February 15 for entrance the following academic year. The scholarship is renewable if the student maintains a 2.75 minimum cumulative grade point average each semester; earns a B or better in their applied major instrument lessons; and attends classes, lessons, rehearsals, master classes, performance forum, outreach performances, juries, mock auditions and other conservatory performances and activities as required. An evaluation of each student will take place at the end of each academic year by the dean of the Conservatory of Music with the recommendation of the major instrument instructor.



## Private Scholarships

Scholarships are available from private organizations or individuals for students with academic promise. The selection of recipients and the award amounts are determined by the university or the donor, or both.

### Business

William Randolph Hearst Scholarship

Available to undergraduate students with a business or communications major

James Oussani Scholarship

Available to undergraduate students with a business major

Leigh Palmer Scholarship

Available to undergraduate students with a business major

### Communications

The Gordon and Mary Henke Scholarship

Available to undergraduate students who major in international communications

William Randolph Hearst Scholarship

Available to undergraduate students with a business or communications major

### Music

M. Elizabeth Maddy Cumpton Memorial Scholarship

Available to undergraduate string studio students in the Conservatory of Music

Ellman Family Scholarship

Daniel and Shirlee Cohen Freed Scholarship

Herbert Gleckman Scholarship

Harold and Patricia Toppel Endowed Scholarship

Available to undergraduate students in the Conservatory of Music

Boca West Scholarship

Available to undergraduate and graduate students in the Conservatory of Music

### Miscellaneous

Evening Undergraduate Student Scholarship

Available to full-time students of Lynn University in the evening undergraduate program and in good academic standing

Burton D. Morgan Endowed Scholarship Fund

Available to undergraduate students majoring in Aviation

Excalibur Society Endowed Scholarship Fund

Available to an incoming freshman with good academic standing and financial need, renewable for four years

Excalibur Non-Traditional Scholarship

Available to students in the evening undergraduate program and master's program with good academic standing and financial need

Lynne Fuente Endowed Scholarship

Available to female undergraduate students with a major in graphic or visual design

Royale Women's Club Scholarship

Available to undergraduate students with a health-related major

Van Gorden Scholarship

Available to undergraduate students who are upperclassmen in good academic standing

Keith and Elaine Wold Endowed Scholarship

Available to undergraduate students who live off campus and are residents of Palm Beach County

## Veterans' Benefits (Available for All Credit Programs)

Lynn University is approved to administer veterans' benefits. Students who fail to achieve the desired level of academic performance will be terminated for Veterans Administration purposes. Questions regarding veterans' educational benefits may be directed to the Office of Student Administrative Services or the Regional Veterans Administration Office at 1-888-442-4551.

## Credit for Previous Training

Students who are eligible to receive educational benefits from the U.S. Department of Veterans Affairs with previous post-secondary training/experience must request that official transcript(s) be sent to Lynn University. All transcripts must be received by the end of the first term or the student's educational benefits will be terminated until all transcript(s) are received. Should credits be accepted, the student's training time and total tuition costs will be reduced proportionately. The VA and the student will receive a written notice of allowed credits. This reduction refers to total costs involved in obtaining the degree. Costs are reduced when credits from another institution are applied toward a Lynn University degree. This does not imply a credit reduction allowance for veterans or eligible dependents.

## Tax Law (U.S. Citizens and International Students)

Under current Internal Revenue Service regulations, scholarships or grants that exceed tuition, fees, books and supplies must be reported on the student's tax return as taxable income. Any international student from a non-treaty country receiving a scholarship will have withholding tax assessed and will be responsible for complying with Internal Revenue Service regulations and deadlines.

## International Student Loans

Private loan programs are available for international students. The amount that can be borrowed is up to the cost of attendance at our university. Students will need to obtain an American resident as a cosigner. Students may contact the Office of Student Administrative Services for applications.

## International Students Scholarship Policy

International students who receive scholarships for their education at a U.S. university may be liable for paying taxes to the U.S. government if they meet these criteria:

- If the student is from a treaty country, they will usually be exempt for a period not exceeding five years.
- The amount of the award that is not exempt has a withholding of 14 percent.

Currently, the countries that do have a reciprocal scholarship tax treaty with the United States are: Belgium, China, Commonwealth of Independent States, Cyprus, Czech Republic, Egypt, Estonia, France, Germany, Iceland, Indonesia, Israel, Japan, Kazakhstan, Korea, Latvia, Lithuania, Morocco, Netherlands, Norway, Pakistan, Philippines, Poland, Portugal, Romania, Russia, Slovak Republic, Slovenia, Spain, Thailand, Trinidad and Tobago, Tunisia, Ukraine, Venezuela. Students from any other country will have 14 percent taxes withheld and billed to their school account. If the student is from a non-treaty country, any scholarships in excess of amounts used for tuition, fees, books and supplies will be taxed at the 14 percent rate. Every international student must apply for a Social Security number. The Lynn University Center for International Programs and Services can help the students apply for this number. Applications are available at the Center for International Programs and Services. A student must complete a W-4 form, sign an IRS statement in the Office of Student Administrative Services and pay the required tax to the Office of Student Administrative Services. Students must pay the taxes to Lynn University within 30 days or they will be penalized by the IRS and have to pay additional interest charges. All international students will be required to file a 1040NR with the IRS by April 15, 2008. These tax forms are available in the Center for International Programs and Services or the Payroll office. Any student who does not comply with the filing of the tax returns will not have his/her scholarships renewed. The student may contact an international student advisor for more information.

All international students receiving a scholarship must submit a copy of their Social Security number or International Tax Number to be eligible to receive the scholarship. The Center for International Programs and Services can provide assistance on any questions in regard to these numbers.

### Remedial Courses

Students who must take remedial classes may have their financial aid reduced if credit course load toward their degree is less than 12 hours for the semester.

### Renewal of Financial Aid

To have financial aid renewed, a new FAFSA must be submitted each year, preferably by March 1. Students must be in good standing at the university, both academically and socially.

## II. GRADUATE INFORMATION

### Tuition and Payment Policies

#### Graduate Tuition and Fees

Fees are determined on an annual basis. The university reserves the right to change, with or without notice, any of the fees printed in this catalog. Increases should be expected in subsequent years. All application fees and tuition deposits are nonrefundable. Room deposits are refundable up to May 1 prior to the start of the academic year if received in writing in the SAS office.

All student charges must be paid in full before a student is allowed to register or attend classes. All statements of account are due and payable in full on or before the date shown on the statement. Statements are sent to the address on record for each student.

Limited student housing space is available for graduate students. For information on costs of room and board, contact the Student Administrative Services Office.

#### Request for Course Withdrawal from Graduate Programs

Course withdrawals from graduate programs must be processed through the academic advisor. The student is responsible for properly filing a Course Withdrawal form with the Office of Student Administrative Services. Withdrawals are permitted through the end of the seventh week of a term. There is no refund after the first week of the term.

#### Withdrawal from the University

Withdrawal from the university is a formal procedure that requires submission of a Request for Withdrawal form available in the Office of the Dean of Students. Students not enrolled for four consecutive terms will be withdrawn from the university and must apply for readmission.

#### Leave of Absence

The student may request a Leave of Absence from study in a graduate degree program. A letter requesting the leave, with the reasons for the leave, should be given to the program coordinator for approval. Each student may request up to one year of leave. Any financial aid student receiving leave of absence status will be reported as not enrolled at Lynn University.

#### Financial Aid Withdrawal

When a withdrawing student has been awarded financial aid and has withdrawn prior to the completion of 60 percent of the term, and if Title IV financial aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV programs based on the number of calendar days not attended. The order of refunds is: Federal Unsubsidized Stafford Loan and Federal Subsidized Stafford Loan. All students who withdraw must report to the Office of Student Administrative Services for an exit interview.

### Refund Policy for Withdrawals

When withdrawal is made prior to the start of the term, the refund is 100 percent. When withdrawal is made through the first week of the term, the refund is 75 percent. No refunds are granted after the first full week of classes. Refer to the Graduate Academic Calendar for exact dates.

### Refund Calculation

Refunds are calculated on the basis of the total term charges payable after deductions for nonrefundable deposits and fees. This policy may result in a financial obligation to the university that is payable at the time of a student's withdrawal.

### 2007-2008 Fee Schedule

|                                 |                                      |
|---------------------------------|--------------------------------------|
| Graduate Studies                | \$550 per credit hour                |
| Ph.D. Tuition                   | \$770 per credit hour                |
| International Student Insurance | \$941 per year estimates (mandatory) |

Other fees are specified in the fees section in the undergraduate portion of the catalog.

### Submitting Payments

Payments are accepted in cash, check, money order, credit card or electronic wire transfers in U.S. dollars only. Credit cards that are accepted include VISA, MasterCard, American Express and Discover. Please include the student's Lynn University identification number with all payments.

Payments may be submitted by:

#### By Mail:

Cashier  
Lynn University  
3601 North Military Trail  
Boca Raton, FL 33431

**By Phone:** 561-237-7187

**By Internet:** [www.lynn.edu/payments](http://www.lynn.edu/payments)

**By Wire:** Bank of America, Boca Raton, FL  
Routing transit #: 0260-0959-3  
Lynn University Checking account #: 003446423293

To help ensure that the appropriate student's account is credited timely, please include the student's name and Lynn University student identification number on wiring instructions. Confirmation of payments should be faxed to the Office of Student Administrative Services at 561-237-7189. Evening payment options and the university's corporate reimbursement policy are listed in the undergraduate portion of the catalog.

### Financial Aid

For all financial aid programs, the Free Application for Federal Student Aid (FAFSA) form must be completed and submitted to the Federal Processing Center. In approximately two weeks, a report will be sent to the student and to Lynn University. The university will then determine the student's eligibility for the loan programs. The student will receive an award letter. All verification items (financial and eligibility status) must be completed before loan applications are submitted to the bank. International students are not eligible for federal financial aid. Grants and scholarships information is available on the Web site for the Office of Student Administrative Services. Graduates should review the financial aid section of this catalog for specific financial aid loans, policies and university regulations. Certificate programs do not qualify for federal funding. Students can apply at [www.fasfa.edu](http://www.fasfa.edu).

### Graduate Assistantships

A limited number of graduate assistantships are available each year. Applications for a graduate assistantship must be submitted before May 12, 2007, for the next academic year, which begins in late August. To be eligible, applicants must have completed the application process with all appropriate documentation; be fully admitted to the university for enrollment in one of the graduate programs; demonstrate financial need; maintain a 3.0 grade point average or higher; and meet specific qualifications. Students with a probationary admission are not eligible to apply.

Assistantships cover the cost of full-time tuition (six credits for each term). Each term a \$50 registration fee must be paid at the time of registration. Applications can

be obtained in the Office of Student Administrative Services. Applicants should consult the Office of Student Administrative Services for policies governing graduate student assistantships. Graduate assistantships require a 3.0 grade point average be achieved at the end of each graduate term.

## Scholarships

### Conservatory of Music

Scholarships are awarded to students primarily on the basis of musical ability and artistic talent as demonstrated in their auditions. To be considered, students must fill out the Free Application for Federal Student Aid (FAFSA) form (or International Student Financial Review form for international applicants) in order to be considered. Applicants are encouraged to apply by the priority deadline of March 1 for entrance the following academic year. The scholarship is renewable if the student maintains the minimum cumulative grade point average each semester; earns a B or better in their Applied Major Instrument lessons; and attends classes, lessons, rehearsals, master classes, performance forum, outreach performances, juries, mock auditions and other conservatory performances and activities as required. An evaluation of each student will take place at the end of each academic year by the dean of the Conservatory of Music with the recommendation of the major instrument instructor.

### Education Scholarships

Master's or doctoral students who are active, full-time employees of an educational institution may qualify for an Educational Scholarship tuition reduction of \$135 and \$145 respectively per credit hour. For qualified M.Ed. students, the tuition is \$415 per credit hour; for qualified doctoral students, the tuition is \$625 per credit hour. In addition, doctoral students who are employed full-time as corporate training and development specialists also may be eligible. For scholarship approval, students must submit a current employment verification letter each year to the Office of Student Administrative Services.

### Criminal Justice Administration Scholarships

Graduate students in the MS in Administration with Specialization in Criminal Justice Program may qualify for a scholarship reduction of \$125 per credit hour from the usual tuition of \$550 per credit hour. Courses with NIA are not eligible. The scholarship rate of \$375 per credit hour is available if the applicant in this program meets one of the following criteria: is sworn as a law enforcement officer for a municipal, state or federal agency or is employed in the administration of police or security work at the municipal, state or federal level or through a private agency engaged in the protection of life or property. For scholarship approval, the student must submit a current employment verification letter to the Office of Student Administrative Services each year.

### EPA Scholarships

Graduate Students in the MS in Administration with Specialization in Emergency Planning and Administration Program may qualify for a scholarship reduction of \$125 per credit hour from the usual tuition of \$550 per credit hour. The scholarship rate of \$375 per credit hour is available if the student in this program is employed in an organization in which the job responsibility involves emergency and disaster training and planning. For scholarship approval, the student must submit a current employment verification letter to the Office of Student Administrative Services each year.

### Veterans' Benefits

Lynn University is approved for veterans' training. Students are required to achieve a specified level of academic performance. Failure to do so will result in termination of benefits.

## Standards of Satisfactory Academic Progress for Financial Aid

Financial aid is awarded contingent upon the recipient maintaining satisfactory academic standing and progress toward a degree. Every student on financial aid will have his or her cumulative grade point average evaluated at the end of the Spring II term each academic year. At that point, a GPA below 3.0 places a master's student on financial aid suspension (below 3.25 for doctoral students). These GPAs are also the GPAs that must be maintained in order to matriculate and graduate from Lynn University.

A student receiving Title IV funding must complete his or her degree within a specific time frame as follows:

**Ph.D. full-time:** 15 terms (five years)

**Master's full-time:** 18 terms (three years); part-time: 36 terms (six years)

Each Title IV recipient must meet a specific measurement of academic progress within the specified time frame as follows:

**Ph.D. full-time:** 12 credits (annually)

**Master's full-time:** 24 credits (annually); part-time: 5 credits (annually)

**Part-time:** Less than 24 credits (annually)

Course withdrawal(s) or incomplete(s) are evaluated as a non-completed course and will not be counted toward the time frame requirement. A repeated course will be counted as a regular course.

Students who do not meet the above standards will be terminated from receiving federal financial aid assistance for the following academic year.

In instances of undue hardship (i.e. medical, death, divorce), a student may appeal these standards to the Financial Aid Committee. Students must direct appeals to the Office of Student Administrative Services for review. The Office of Student Administrative Services will notify the student within 30 days of the Financial Aid Committee's decision.

The Standards of Academic Progress applies to Federal Stafford Loans (Subsidized and Unsubsidized).

## International Tax Law

Under current Internal Revenue Service regulations, any scholarships or grants that exceed tuition, fees, books and supplies must be reported as taxable income on the student's tax return. For a student who resides in a country that does not have a tax treaty with the United States, the university must withhold 14 percent of the award in excess of the amounts used for tuition, fees, books and supplies. The university remits this 14 percent to the IRS as federal income tax withheld. Each year, international students will be required to file a 1040NR with the Federal Internal Revenue Service by April 15. Students also must submit a copy of their Social Security number or International Tax Number to the Office of Student Administrative Services in order to be eligible to keep the scholarship they are granted. Failure to file the 1040NR form will jeopardize future scholarship awards to a student. If a student fails to pay the university within 30 days of the tax bill, they will incur interest penalty charges from the IRS.



## Chapter VI.

# General Academic Policies and Regulations

Courses, programs and requirements described in this catalog may be suspended, deleted, restricted, supplemented or changed in any manner at any time at the sole discretion of the university.

## GENERAL ACADEMIC INFORMATION— UNDERGRADUATE PROGRAM

### Attendance Regulations

Regular and punctual attendance is essential to successful academic achievement. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with the instructor regarding absences. The instructor's absence policy is explained on the course syllabus at the first class meeting. Exceeding the allowable number of class absences may subject the student to a failing grade.

Effective Sept. 1, 2004, Lynn University implemented an Administrative Withdrawal Policy. This policy was implemented in order to be in compliance with the return to Title IV federal regulations. All students will be affected by this policy. An administrative withdrawal will be defined as a student who has stopped attending all classes for three consecutive weeks. If a student is administratively withdrawn, he/she will be issued a grade of WF in all of his or her classes.

### Observance of Religious Holidays

Lynn University respects the rights of all individuals to observe customarily recognized religious holidays throughout the academic year. If a student intends to be absent from university activities or classes as a result of any such observance, other than those noted on the academic calendar, the student should notify the dean of students and the current professors in writing prior to the specific holiday.

### Student Responsibility

Each student is responsible for a knowledge of and adherence to the regulations covering registration, withdrawal, degree plan, curriculum and graduation requirements.

Lynn University does not grant certification or licensure for the practice of any profession. Regulations governing certification and/or licensure are under the sole control of the appropriate boards in each state authorized to oversee these processes.

It is the student's responsibility to:

- contact the appropriate professional boards in the state(s) in which they intend to practice
- determine all requirements related to certification and/or licensure
- determine whether or not the degree program in which they are enrolled at Lynn University meets all program requirements for certification and/or licensure for the state(s) in which they intend to practice

## Academic Advisement and Registration

### Academic Accommodations

Lynn University strives to meet the needs of students with disabilities in compliance with the requirements of Section 504 of the Rehabilitation Act and The Americans with Disabilities Act (ADA). An ADA Policy Board has been established to:

- help determine academic accommodations for students with disabilities
- develop programs for increasing faculty understanding of disabilities
- assist in resolving disagreements that might arise concerning accommodations

The ADA Policy Board consists of the following members: the vice president for academic affairs; the senior vice president for administration and student services; the dean of administration; the academic dean; and the dean of the Institute for Achievement and Learning, who is the ADA compliance officer. This board is guided by legal counsel familiar with the ADA. The ADA compliance officer is responsible for resolving "modification" of accommodation matters on an informal basis. However, if such effort is unsuccessful, an instructor or student services employee may be referred to the board to review the matter and advise the academic dean of the final decision. Accommodations must be addressed on an individual basis. Note: Issues regarding employment are handled through the Office of Human Resources.

### Academic Advising

Day Division academic counseling for the students at Lynn University begins even before prospective students enroll. High school grades, class rank, scores on entrance examination board tests, and other information included in the application for admission are reviewed for placement purposes in freshmen courses in English and mathematics. Students with deficient backgrounds in mathematics or English may be placed in fundamental courses not listed in the core curriculum. These fundamental courses (ENG 099 and MAT 099) are not counted toward degree requirements. In some instances, a review of students' records may result in their being advised to consider more appropriate programs of study.

The role of a faculty advisor is crucial to the university's educational mission.

As an educational community, the primary relationship for students should and must be with faculty in their roles as teachers and advisors. Faculty design curriculum and therefore are the best sources for guidance and counsel in academic matters. In this context, academic advising is teaching; an ongoing exchange between faculty and students in which faculty explain how and why courses, programs and other educational experiences are related to the needs and aspirations of students. Effective advising involves probing and exploring with students their understanding of themselves as learners and individuals and helping to foster their involvement within our community. Within the academic advising process, faculty educate students on an individual basis about academic programs, policies and strategies for success while also encouraging students to be active, responsible and informed participants in the advising process. Incoming students are assigned a faculty member based upon their

academic and/or career interests. The faculty advising program requires that every student meet with his or her advisor on a regular and ongoing basis. The director of academic advising, who is also a member of the faculty, oversees the advising program and provides assistance to faculty and students and serves as a liaison between faculty, students and staff.

Academic advising goes well beyond assisting students with their semester schedule of classes. The role of the academic advisor includes, but is not limited to:

1. helping the student define his or her academic, intellectual, personal and career goals
2. identifying courses and experiential learning opportunities that will help the student to achieve personal and professional goals
3. being available and accessible to advisees and working with faculty to monitor students' academic status
4. referring students to appropriate campus resources, including personal counseling when appropriate
5. encouraging awareness of and involvement in cultural and social opportunities on campus for students
6. learning the policies and requirements for graduation and clearly communicating them to advisees so that they will not be deficient in any university, college or departmental requirements

Any student under probationary status will be referred to the Institute for Achievement and Learning as well as to his or her academic advisor.

Evening Division students are advised by a designated counselor in the college of their major. After an initial interview and registration, students may register online for the following term.

### **Combined Bachelor's/Master's Program**

Lynn University offers an option for undergraduate students to enroll in the bachelor's/master's program. This program will allow the students to complete up to 9 graduate credits which will count toward both their bachelor's and master's degree programs. In order to apply for the program, a student must:

- have a minimum of 90 credits completed toward their degree
- have a GPA of at least 3.25 in their last 15 undergraduate credits completed at Lynn University
- complete the graduate application procedures as described in the current Academic Catalog

The student must maintain a graduate course GPA of 3.0 or higher. Approval must be received by the dean of that college.

### **Admission to Classes**

Registered students are permitted to enter class only after obtaining financial clearance from the Office of Student Administrative Services and completing the formal registration process. If a student is withdrawn, this may result in an additional financial obligation to the university.

### **Audit**

Students who wish to audit a class must receive permission from their faculty advisor and the instructor of the course and, if in excess of a 15 credit-hour load, permission from the appropriate college dean. A student who officially audits a course, although not required to take examinations, is expected to attend class regularly and to participate in a manner that is agreeable to the instructor. An AU will be recorded on the permanent record of courses officially audited. A full-time student will not be charged for auditing a course. Students not enrolled on a full-time basis will be charged an audit fee (see the Tuition and Fees section for current fee).

### **Cancellation of Courses**

The university reserves the right to cancel any course for which an insufficient number of students has enrolled or for other reasons deemed necessary. No charge is made to a student for a registration change necessitated by such course cancellation. Notification of a cancelled class will be sent to students at their Lynn e-mail address.

### **Change of Registration**

Changes in registration are permitted online or in the SAS office only with the consent of the student's faculty advisor/mentor. Course additions or section changes must be made during the official add/drop period as noted on the academic calendar. A student who drops a course during this period will not receive a grade, and the course will not appear on the permanent university record. Evening students will not receive a full refund if dropping a course after the first day of the term, but an additional course may be added in its place at no charge. To drop, add, or change a course section, the student must obtain the appropriate form from the Office of Student Administrative Services or go online to [www.lynn.edu/mylynn](http://www.lynn.edu/mylynn). The form must be signed by the faculty advisor/mentor. To change a load to less than three courses requires the approval of the registrar.

### **Classification of Students**

Matriculated students are those who have met all admission requirements and have declared their intention to obtain a degree.

Matriculated students are classified according to the following number of semester hours of credit completed toward their degree:

| <b>Classification</b> | <b>Credit Hours</b> |
|-----------------------|---------------------|
| Freshman              | 0 to 30             |
| Sophomore             | 31 to 60            |
| Junior                | 61 to 90            |
| Senior                | At least 91         |

Non-matriculated students have not been admitted to a degree program but are eligible to enroll as full- or part-time students. Non-matriculated students include those who enroll in courses for self-enrichment and are not following any specific degree program requirements.

Students seeking to matriculate into a degree program must declare their intent with the Office of Admissions. Failure to do so could result in the loss of all credits taken beyond the applicable credit limits specified.

### **Course Load**

**Day Division:** The normal semester academic load for full-time students is nine to 16 credit hours per semester, with a three- to five-course load. Students at their discretion, and after consultation with their academic advisor, may register for up to 18 credit hours per semester. The student will be billed separately for credit hours in excess of 16 in each semester at the prevailing tuition rate per credit hour.

In order to register for 19 or more credit hours, students must have a cumulative grade point average of 3.0 or better and permission from the vice president of academic affairs or the academic dean. If permission is granted, the student will be billed for the credit hours in excess of 16 in each semester at the prevailing tuition rate per credit hour.

Students may not reduce their semester course load to less than three courses without written permission from their academic advisor, and a student may not live in the residence halls if his or her course load drops below three courses.

The maximum course load for the Evening Division is nine credits. A course load exceeding nine credits requires the advisor's approval.

**Evening Division:** The normal term is eight weeks long. Three-credit classes meet for 32 hours; four-credit lecture classes meet for 40 hours. These hours are supplemented with additional contact hours on Saturdays or online.

## Course Withdrawal

After the add/drop period, students may withdraw from a course by completing the withdrawal form from the Office of Student Administrative Services. The completed form should be submitted to the Office of Student Administrative Services within the designated time frame. Students who withdraw from a course will receive a W on their permanent university records. Refer to the academic calendar for the deadline to withdraw from a course. A student can have no more than eight course withdrawals during his or her undergraduate enrollment in the university or three course withdrawals during each graduate enrollment in the university.

## Computation of Grade Point Average

At the end of each semester, a scholarship index (GPA—Grade Point Average) is computed for each student.

|                                  |                                  |
|----------------------------------|----------------------------------|
| A = 4.00 points for each credit  | C = 2.00 points for each credit  |
| A- = 3.67 points for each credit | C- = 1.67 points for each credit |
| B+ = 3.33 points for each credit | D+ = 1.33 points for each credit |
| B = 3.00 points for each credit  | D = 1.00 point for each credit   |
| B- = 2.67 points for each credit | F = 0.00 points                  |
| C+ = 2.33 points for each credit |                                  |

Thus, a grade of A in a three-credit course would be assigned 12 points.

The GPA is determined by dividing the total number of earned quality points by the number of attempted credits. Grades of AU, I and W are excluded from the calculations. Other symbols in use (not included in computation of average):

|    |   |
|----|---|
| WX | Officially Withdrawn from the University                            |
| W  | Officially Withdrawn from the Course                                |
| WF | Administrative Withdrawal   |
| AU | Audit   |
| I  | Incomplete  |
| P  | Pass (used only for selected practicum, internship and 099 courses) |
| NP | Not Passed  |

A grade of P designates passing and is issued in selected courses to students whose work record and other course requirements reflect non-failing quality. The credit hours are recorded but not used in the calculation of the grade point average.

A student who has not met the course requirements by the end of the semester and/or term may receive an I (Incomplete). The grade of I reflects neither passing nor failing work, and it will not be included in the calculation of the grade point average. The student is responsible for completing the course requirements during the first three weeks of the following semester and/or term. Spring semester students have three weeks into the following fall semester to complete their course work. Failure to complete the course requirements within this time results in the student receiving an F for the course.

## Grade Review Process

A request for a final course grade to be reviewed may be submitted during the first three weeks of the following term only on the basis of error or prejudice. The process is as follows: (1) The student requesting a final course grade review must meet with the instructor who determined the grade, and must present evidence of prejudice or error. The instructor may change the grade, if deemed appropriate, or reaffirm the original grade. (2) If the student wishes to pursue an additional review, a written request with all supporting evidence may be submitted to the instructor's immediate supervisor (normally the college dean). The supervisor will review the evidence and may support the instructor's decision or return the evidence to the instructor for a change of the grade. If an agreement cannot be reached, the supervisor and the instructor may consult with the academic dean before rendering a decision. (3) If the student's request is denied, the student may submit the written request and supporting evidence through the academic dean to the Academic Appeals Committee for review. The committee will convene within two weeks of receipt of the request and

render a decision. The decision will be documented and returned to the student within one week of the completion of deliberations. The decision of the Academic Appeals Committee will be final.

For a disputed test or paper grade, the student must first meet with his or her instructor. Then the student may meet with the instructor's immediate supervisor (normally the college dean) by submitting a written statement. This process must take place within seven days from the date of the student's notification of the grade.

## Independent Study and Directed Study

Independent Study involves scholastic or research endeavors apart from regular courses offered at Lynn University. Students should pursue Independent Study with direction from their supervising professor with the approval of the appropriate college dean and the academic dean.

Directed Study (regular courses taken by special arrangement) involves the student and instructor in virtually a one-on-one relationship (i.e., frequent conferences regarding the study are needed in order to complete a regularly offered course). Appropriate request forms for Independent and Directed Study are available in the Student Administrative Services Office. Signatures denoting approval by the instructor, appropriate college dean and academic dean must be obtained before a student can register for either course of study.

## Letters for Verification of Enrollment

Letters for verification of enrollment at the university may only be requested and signed by students, unless their parents are listed on the Buckley Form. Forms are available in the Office of Student Administrative Services and take approximately three working days to process.

## Permission to Study at Other Institutions

Students who desire to attend another collegiate institution while enrolled at Lynn University and want to ensure that those credits will apply to their Lynn University degree program must complete the form and obtain the appropriate signatures. Only credit hours transfer, not grades. The last 30 credits must be taken at Lynn University.

## Repeat Courses

When a student repeats a course because of failure, both the original and the subsequent grades are recorded on the official university transcript; however, only the highest grade is included in the grade point average calculation. The student's GPA will be affected only if the course is repeated at Lynn University.

## Student Records

The Family Educational Rights and Privacy Act of 1974 (commonly called the Buckley Amendment) is designed to protect the privacy of education records, to establish the rights of students to inspect and review their records, and to provide a means of correcting inaccurate and misleading data. Lynn University makes every effort to comply with this legislation. Certain information is considered public and is released at the university's discretion. Unless a student files written notification to withhold disclosure, the university will release directory information which includes the following:

- student's full name
- college or school of enrollment
- class
- full-/part-time status
- date of graduation
- merit scholarships
- major
- e-mail address
- degrees and/or honors awarded
- dates of attendance

Only transcripts of academic records and statements of academic status pertaining to Lynn University course work are released to third parties, and then only with the written authorization of the student.

A student has the right to challenge any content of the student's education record that is considered to be inaccurate, misleading, or in violation of the student's priva-

cy or other rights. Such challenge may be directed to the Office of Student Administrative Services.

A student's permanent record includes the transcript and application for admittance. These are maintained in the Office of Student Administrative Services. All documentation used in the admission and placement processes, while considered non-permanent, is also maintained in the Office of Student Administrative Services during the student's period of enrollment.

### Transcripts

Transcripts must be requested in writing by the student or alumnus. There is a \$5 fee per copy for Official Transcripts, which bear the signature of the registrar and the Official University Seal. The \$5 fee for each transcript is graciously paid for by the Alumni Association. Transcripts are typically processed within five working days after receipt of the request. During busy times in the office, requests may take up to two weeks to be processed. Lengthier processing periods typically occur at the beginning and end of a semester. Request forms are available in the Student Administrative Services Office or at [www.lynn.edu/transcript](http://www.lynn.edu/transcript). Please note: Transcripts cannot be faxed. The following information is required:

- name while attending the university
- current name, if different
- Lynn University ID number or Social Security number
- approximate dates of attendance
- degrees received, if applicable
- address where the transcript(s) must be sent
- current address and phone number
- student or alumnus signature

### Transfer Credits

Lynn University will accept credits in transfer from other institutions under the following conditions:

1. Transfer credit will be awarded only for courses in which the final grade was C or better.
2. For course titles not specifically listed in the catalog and curriculum, the appropriate college dean must determine equivalence before transfer credit will be awarded.
3. Credits from schools not accredited by one of the regional associations will be evaluated only after a student has submitted a school catalog and a course syllabus for each course to be evaluated. In certain instances competency testing may be required.
4. Students should keep in mind that only course credits transfer, not course grades. Grades of courses taken elsewhere are not considered in determining the student's grade point average at Lynn University.

### Withdrawal from the University

Students who withdraw from Lynn University are required to obtain proper clearance. The appropriate representative(s) of the following offices must sign clearance forms, available in the Dean of Students office in the E.M. Lynn Residence Hall:

- Vice President for Academic Affairs
- Director of Academic Advising
- Director of Counseling
- Dean of Students
- Director of Residence Life
- Librarian
- Student Administrative Services Office

A student who officially withdraws from the university prior to the deadline for withdrawal without academic penalty will receive a grade of W on his or her transcript for each of the courses enrolled. Extenuating circumstances (medical/family emergencies) will be reviewed by the academic dean. If those document-

ed circumstances warrant, the grades will be changed to Ws for that term. A student who has withdrawn from the university and wishes to return as an enrolled student must undergo the process for readmission with the appropriate Office of Admissions.

## Academic Standards

### Minimum Academic Requirements

The minimum standard for satisfactory progress for all students at Lynn University is a career/cumulative GPA of 2.0. A student who achieves a cumulative GPA below a 2.0 for two consecutive semesters may be academically suspended from the university for two semesters. After this period has expired the student may apply for readmission. If accepted, the student must achieve a term GPA of 2.0 or higher in order to continue at Lynn University. The student will also be required to meet weekly with an academic advisor. If the student fails to meet any of these or additional requirements set forth by the Office of Academic Affairs, he or she will be academically dismissed at the conclusion of the semester.

\* For Lynn P.M. students: one semester is equivalent to 2 evening sessions (terms).

### Minimum Academic Requirements for Conservatory of Music Students

A minimum semester GPA (grade point average) of 2.75 is necessary in order for a student to remain "in good standing." Caveat: a student who earns below a B for two consecutive semesters in Applied Music—Major Instrument may be subject to dismissal pending review by the dean of the Conservatory of Music and the major teacher.

### Appeal Process

A student has a right to appeal a decision of academic dismissal and must do so by writing to the vice president for academic affairs.

The vice president for academic affairs and the Appeals Committee decide whether or not the appeal will be heard. If the decision is to hear the appeal, the committee reviews the circumstances and facts of the appeal and makes a recommendation to the vice president for academic affairs, who notifies the student in writing of the result of the appeal. Extraordinary circumstances beyond the control of the student or significant academic progress are the only reasons for considering an appeal.

### Change of Major/Specialization Forgiveness Policy

The change of major specialization forgiveness policy allows a student who has changed his or her major to discount up to two courses in the abandoned major. The transcript will reflect the student's complete record with an added notation of "Academic Forgiveness Declared" by the selected course(s); however, the grade(s) will not be calculated in the cumulative GPA. Neither the grades nor the credits will be counted toward graduation requirements. Students who wish to declare change of major forgiveness may pick up the required form in the registrar's office and will need the signature of the dean of the school of the newly chosen major, as well as registrar approval. A student may declare change of major forgiveness only once in his or her college career. An undergraduate student must have a minimum of 30 credits toward the new major, and a graduate student must have a minimum of 9 credits toward the new degree or specialization in order to qualify for the policy. The academic dean and registrar have final approval.

### Day Division Midterm Reports

At the midterm point each semester, all undergraduate students will be issued a midterm grade viewable on the Web at [www.lynn.edu/mylynn](http://www.lynn.edu/mylynn). All first-year students will be mailed an interim grade report to their home and local addresses.

### Academic Dishonesty

To protect the integrity of the grading system and to affirm the importance of honesty and accountability in the academic community, the university imposes strict penalties for academic dishonesty.



**Academic dishonesty includes but is not limited to:**

- cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
- fabrication: intentional and unauthorized invention or falsification of any information or citation in an academic exercise
- facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty
- plagiarism: intentionally or unintentionally representing the words or ideas of another as one's own in any academic exercise
- infringing on the academic rights of others, such as defacement or theft of library material

#### **Academic Dishonesty Penalties**

A student found responsible for any act of academic dishonesty may be subject to the following maximum penalties:

- **first offense:** a grade of F may be given for the course in which the irregularity occurred.
- **second offense:** dismissal from the university. Information about a second offense may become a part of the student's permanent academic record.

#### **Falsification of Academic Records**

A student who has falsified academic records will be subject to dismissal from the university.

#### **Lynn University Code of Computing Practice**

All Lynn University students and staff are expected to practice responsible and ethical behavior in their computing activities. While most computer users act responsibly, those who do not, either through ignorance or intent, can potentially disrupt others or even steal or damage their work.

To a reasonable and economically feasible degree, the university is responsible for securing its computing systems against unauthorized access and/or abuse while making them accessible for authorized and legitimate uses. This responsibility includes informing users of the expected standards of conduct and the punitive measures for not adhering to them. For specific information on information technology policies, see [www.lynn.edu/student](http://www.lynn.edu/student).

#### **Academic Recognition**

The administration and the faculty recognize superior academic achievement at Lynn University through the following known designations.

#### **Dean's List and Honor Society**

In order to qualify for Dean's List, a student must have completed a minimum of 12 credits in the term with an aggregated GPA of 3.5 or higher. For evening undergraduate students a term will include Fall I and II, Spring I and II or Summer I and II. The eligible student must have no incompletes, WFs or grades below C.

The Dean's List acknowledgement will be posted on the student's transcript. In addition, the list is publicized within the university and distributed to news agencies in the local and regional area. Students whose names appear on the Dean's List for two consecutive years and whose aggregate grade point average is at least 3.5 are eligible for membership in the Honor Society.

#### **President's Honor Society**

A student who has achieved Dean's List honors his or her first year, honor society his or her second year and whose aggregate grade point average is at least 3.75 is eligible for the President's Honor Society. Continuing membership in these honor organizations is dependent on a student's aggregate grade point average.

#### **Honor's Convocation**

During the spring term of each year all members of the Honor Society and the President's Honor Society will be invited to the Honor's Convocation and receive a certificate in recognition of their accomplishments.

#### **Graduation**

Student Right-to-Know graduation rates are available in the Institutional Research Office.

#### **Requirements for Degrees\***

##### **Overall Requirements for the Baccalaureate Degree**

A candidate for a baccalaureate degree must:

- complete a minimum of 120 semester hours. MAT 099 and ENG 099 credits do not count toward these 120 hours.
- attain a minimum cumulative grade point average of C (2.0 AGPA) for all courses taken
- earn at least a minimum of the last 30 credits at Lynn University through course enrollment
- satisfy all Lynn University undergraduate curriculum requirements for the baccalaureate degree, including core curriculum requirements
- complete a minimum of 45 credits that are upper division (300+Level)
- satisfy the requirements for a major that includes at least 30 credits. In consultation with the degree program coordinator or other designated advisor, the student shall enroll in courses for the major according to a suggested curriculum plan.
- complete graduation audit by the Office of Student Administrative Services two semesters (or four terms) prior to graduation

\* Requirements for graduate degrees are found in Chapter VIII: Educational Programs.

##### **Completion of Undergraduate Requirements**

Students may choose to graduate under the catalog in effect at the time of their first enrollment or any subsequent catalog provided that the student graduates within eight years from the date of the first enrollment. If students do not graduate within this eight-year period, they may be subject to fulfilling any new program requirements in effect.

##### **Departmental/Program Requirements**

The requirements and regulations set forth above are the minimal requirements established by the university. Students are also obligated to meet all additional requirements established by the appropriate degree program.

##### **Residence and Degree Requirements**

In addition to specific courses and scholastic requirements, each bachelor's degree candidate must spend the last year two semesters or the equivalent earning not less than 30 credit hours in academic residence at the university. These academic residence credit hours must be uninterrupted by any work at another institution and are required in order to be eligible for a degree from Lynn University.

##### **Graduation Audit**

Students must satisfactorily complete all program requirements for graduation and have a graduation audit completed by the advisor two semesters prior to anticipated graduation. A student is not considered a candidate for a degree if his or her aggregate GPA is below 2.0.

### Commencement Honors

At commencement, baccalaureate degree students attaining the standards designated below will graduate with honors:

|                 |              |
|-----------------|--------------|
| Cum Laude       | 3.50 to 3.64 |
| Magna Cum Laude | 3.65 to 3.79 |
| Summa Cum Laude | 3.80 to 4.00 |

Commencement honors are awarded on the basis of at least 60 credit hours in academic residence at Lynn University. Students who have fewer than 60 credit hours may apply for commencement honors by documenting that the overall GPA earned at previous institutions and at Lynn University meets designated standards, and the AGPA earned at previous institutions meets the minimum standards for honors. If the student has fewer than 60 credit hours at Lynn University and does not apply for commencement honors, the student will not be considered eligible for honors.

### Commencement Awards

**The Bradley Middlebrook II Student Service Award** is presented to the student who has exhibited outstanding service to fellow students, Lynn University and the community at large.

**The College of Education Outstanding Graduate Student Award** is given to the person who displays outstanding potential for scholarship and leadership in the field of education.

**The Count and Countess de Hoerle Humanitarian Award** is given at graduation to the student who has exhibited outstanding loyalty to the university.

**The Dean's Award for Excellence in Undergraduate Education** is given to the person who displays outstanding potential for scholarship and leadership.

**The Gordon and Mary Henke Excellence in Communication Award** recognizes the student who has excelled in the communications program and has the potential for an outstanding career in the field of communications.

**The James J. Oussani Award** is presented to the student deemed most innovative and motivated in completing a degree program.

**The M. Elizabeth Maddy Cumpton Endowed Memorial Award** is presented to the outstanding conservatory student of strings.

**The Medina McMenimen Bickel Fashion Award** is presented to the graduating senior who exhibits outstanding leadership and the potential for a successful career in fashion marketing.

**The President's Award** is presented to the student exhibiting extraordinary service and commitment to the university.

**The Professional and Continuing Education Award** is presented to the candidate who has maintained the highest grade point average in the undergraduate continuing education program and has demonstrated community service and dedication to lifelong learning.

**The Bachelor's Degree Award and Master's Degree Award** are presented to the undergraduate degree candidates and master's degree candidate who have attained the highest cumulative grade point average for their entire degree course work. Students having transfer hours from other institutions are ineligible for this award. Students also will be evaluated on other factors that may include community involvement at Lynn University and within the local community.

**The Trustees' Medal** is presented to the student who has exhibited outstanding scholarship, leadership, loyalty and service to the university.

## ACADEMIC AND RECORDS INFORMATION—GRADUATE PROGRAM

### The Mission of the Graduate Programs of Lynn University

Lynn University provides an intellectually stimulating environment where students gain knowledge and competencies necessary to become global leaders and lifelong learners. Lynn attracts students from a variety of backgrounds who aim to become leaders in their fields. Lynn University seeks to enhance the career advancement of working professionals.

The overall mission of Lynn University is to provide its graduates with the knowledge, competencies and skills needed for leadership in the 21st century. In order to achieve these purposes, the curricula of the university's graduate degree and certificate programs are reviewed on a regular basis to assure the academic quality and relevance of course offerings. The university is committed to individualized student attention and mentoring. Faculty members foster and help learners realize the development of their innate leadership talents and intellectual abilities. A synergistic learning environment stimulates and challenges students to:

- discover and maximize administrative talents and leadership abilities
- develop and expand critical thinking skills to facilitate application of theory to practice
- acquire a technologically oriented frame of reference to identify, access and use knowledge and databases efficiently and appropriately
- cultivate a comprehensive understanding of the dynamics of global change in order to distinguish its causes, effects, magnitude and cultural significance

In this integrative learning process, students gain an understanding of the dynamic nature of contemporary transformation into a global society, demonstrate effective leadership in addressing the ensuing opportunities and dilemmas, and make choices that foster innovative alternatives to address changing human needs. More specifically, graduate students are expected to develop advanced competencies in critical thinking and analysis that enable them to use and contribute to a variety of knowledge bases developed to deal with contemporary and future challenges.

### Degrees, Programs and Certificates

#### Degrees

The Graduate Programs at Lynn University offer five types of degrees: the Master of Business Administration (M.B.A.), Master of Education (M.Ed.), Master of Science (M.S.), Master of Music (M.M.) and Doctor of Philosophy (Ph.D.), as well as two Certificate Programs.

The 36-credit M.B.A. is available with specializations in Aviation Management, Mass Communication and Media Management, Hospitality Management, International Business, Marketing and Sports, Financial Valuation and Investment Management and Sports and Athletics Administration. Students may also choose to participate in optional internships.

The two M.Ed. programs include a minimum 36-credit practitioner-oriented degree in Exceptional Student Education with a Teaching Endorsement in ESOL and a 36-credit Educational Leadership degree with three specializations: School Administration, Higher Education Administration and School Administration with an ESOL endorsement. This degree focuses on leadership-related theory, knowledge and clinical experiences in the field, as well as practical application of theory and knowledge.

The 36-credit M.S. in Administration is available with specializations in Criminal Justice Administration, and Emergency Planning and Administration.

The 36-credit M.S. in Communication and Media is offered with either the creative project or thesis option.

The 36-credit M.S. in Applied Psychology

The 36-credit M.M. in performance is offered with two variations designed for "pianists" or "strings, winds, brass, and percussion."

The 60-credit Ph.D. in Global Leadership is offered with one specialization in: Corporate and Organizational Management.

In addition to the degree programs, an 18-credit hour certificate is offered in Emergency Planning and Administration. A post-baccalaureate diploma course of study, known as the Professional Performance Certificate, is available through the Conservatory of Music at Lynn University. This two-year program's primary focus is advanced music performance education.

### **Introduction to the Lynn Graduate Educational Model**

Lynn University has developed a conceptual model for differentiating the goals, expectations and outcomes for baccalaureate, master's and doctoral level learning. This model represents the way in which Lynn University faculty members set standards and expectations for learners' performances, construct course syllabi, choose the learning experiences for students, design projects to maximize learning and set criteria for evaluating student performance and mastery of the requirements. Similarly, learners can use these dimensions to evaluate their knowledge and skill levels, as well as their learning experience and progress.

The model employs seven dimensions that define the learning experience and its expected outcomes:

**Course Requirements:** those expectations for the level of mastery to be achieved through completion of the course

**Teaching Methodology:** those roles and relationships that shape the learning domain, along with the nature of the exchange and flow of ideas, thought, information, knowledge and data during a course

**Learner Goal:** the primary and overriding goal of the learning process

**Course Text(s) or Literature in the Field:** the level and modalities used to access ideas, concepts, theories, information and knowledge exchange

**Technology Infusion:** the expectations for use of technology in courses and independent scholarly work

**Expected Course Outcomes:** the specific knowledge and skills to be developed during the course

**Evaluative Measures:** those ways and means in which knowledge and skills acquisition are cultivated

Undergirding each level is the minimum knowledge to be achieved for the specified degree program. This model provides a basis for assuring that students and faculty understand and share the expectations for the appropriate level of education and its outcomes.

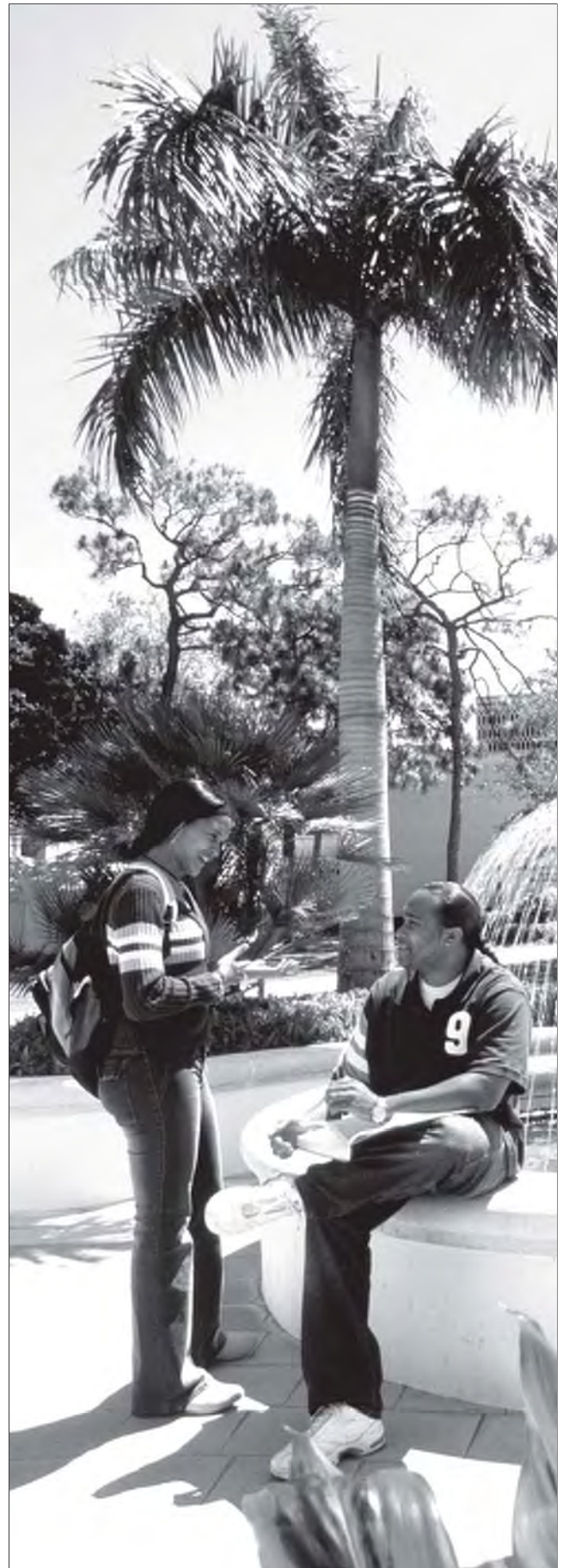


Table 1. Lynn University's Conceptual Distinction Between and Among Undergraduate, Master's and Doctoral Level Expectations.

| <b>Dimensions</b>                                | <b>Undergraduate Level</b>   | <b>Master's Level</b>   | <b>Doctoral Level</b>  |
|--|--|---|--|
| <b>Course Requirements</b>                       | Grasp of discipline knowledge, its purposes and basic competencies   | Mastery of knowledge, evaluation of its application and results   | Scholarship/research contributing to the knowledge base  |
| <b>Teaching Methodology</b>                      | Teacher as expert: lecture, discussion, frequent testing and feedback, learner-centered, group learning                    | Shared mastery: seminars, active learning, mentoring, individualized  | Shared expertise: mentoring, learner-centered, conceptual block-busting, practica, nurturing, scholarly and intellectual development |
| <b>Learner Goal</b>                              | To access and use field resources/knowledge to understand and analyze a problem or issue                                   | To use knowledge and research in practice to solve problems or pose alternatives                                  | To develop conceptual models for effective practice and research that informs the knowledge base                                     |
| <b>Course Text(s) or Literature in the Field</b> | Introductory-intermediate texts, anthologies, videotapes, Internet, Web page construction                                  | Advanced texts, professional journals, bibliographies, videotapes, Internet                                       | Internet, experts in the field, professional and electronic journals, writing annotated bibliographies                               |
| <b>Infusing Technology</b>                       | To access and use computer as a course resource for learning, designing and using Web pages                                | Internet as data source for information to address professional and practice trends/issues                        | Internet as source for collegial discourse, statistics, databases, information gathering and dissemination                           |
| <b>Course Outcomes</b>                           | Ability to summarize, describe/integrate core curriculum knowledge and skills with major, develop critical thinking skills | Ability to analyze research, examine questions and synthesize course knowledge, use critical thinking effectively | Ability to conceptualize and critique theory and practice, critical thinkers, knowledge builders, innovators                         |
| <b>Evaluative Measures</b>                       | Substantive knowledge development: objective tests, presentations, research papers and the major thesis                    | Applied theory to practice: oral and written, individual and group presentations, graduate projects               | Applied research to practice: individual projects, practica, comprehensive examination, dissertation proposal and the dissertation   |
| <b>Knowledge Level to be Achieved</b>            | <b>Introductory/Intermediate</b>   | <b>Advanced</b>   | <b>Expert</b>  |

## Graduate Policies Relating to Academic Integrity

### Student Responsibility

Lynn University encourages its students to take the primary responsibility for their own academic activities and to accept the resulting consequences. No student should behave in a manner that can harm the educational environment or diminish the learning experience of any other member of the academic community. Each student is responsible for a knowledge of and adherence to regulations regarding registration, withdrawal, degree plan, deadlines, graduation requirements and payments of tuition and fees.

### Academic Integrity

All members of the university community—faculty, administrators, staff and students—are obliged to adhere strictly to the highest standards of academic integrity in study, research, instruction and evaluation. To protect the integrity of the grading system and to affirm the importance of honesty and accountability in the academic community, the university imposes strict penalties for academic dishonesty.

### Academic Probation

1. Master's degree students are expected to maintain a cumulative GPA of 3.0 each term and throughout their graduate academic careers. Ph.D. students are required to maintain a cumulative GPA of 3.25 each term and throughout their graduate academic careers. Students whose cumulative GPA falls below the required minimum standard at the end of a given term are automatically placed on academic probation, effective with the next term of course enrollment.
2. A student whose cumulative GPA falls below the minimum standard at the end of a term may continue in the program only with the approval of his or her assigned advisor or the program coordinator for a maximum of two probationary terms. It is the student's responsibility:
  - a. to be knowledgeable about his or her academic performance during a course in progress and at the end of a course;
  - b. to be knowledgeable about his or her cumulative GPA at the end of each term;
  - c. to contact his or her assigned advisor or the program coordinator, and establish a plan for remediation in order to continue course work, should the minimum cumulative GPA standards not be attained.
3. In the event that a student preregistered for course(s) prior to completion of a given term and is subsequently placed on academic probation at the end of the term, the student is still responsible to contact his or her advisor or program coordinator to establish a plan for remediation in order to continue in further course work.
  - a. A student at risk for academic probation (borderline cumulative GPA) and is unsure of his or her final course grade prior to enrollment in the next term, must contact the course instructor, advisor or program coordinator for academic status (such as course grades for the term, or cumulative GPA).
  - b. A student who does not contact his or her advisor for approval for further continuation in course work, yet maintains enrollment in subsequent courses may be withdrawn from courses and/or dismissed from the program.
  - c. Students who are withdrawn from courses or dismissed after a term begins will be refunded their money for the course(s).
  - d. A student on financial aid who is academically removed from a graduate program may have a financial obligation for the previous term.
4. Upon advisor or program coordinator approval to continue in further course work, at the end of the first probationary term of enrollment while on academic probation:
  - a. The student must demonstrate graduate level work, 3.0 for master's and 3.25

for Ph.D. students. If the student's cumulative GPA is at least 3.0 for master's and 3.25 for Ph.D., he or she will be removed from academic probation. The student may enroll in the next term with approval from the advisor or program coordinator. Advisor approval to preregister thereafter is not required if the student maintains good academic standing.

- b. If the student's cumulative GPA is not at least 3.0 for master's and 3.25 for Ph.D. students, he or she will remain on academic probation and must obtain advisor or program coordinator approval to register for a second probationary term. During the second probationary term, the student may not preregister for the next term.
5. At the end of the second probationary term, the student's cumulative GPA must be at least 3.0 for master's and 3.25 for Ph.D. students.
    - a. If the student's cumulative GPA is at least 3.0 for master's and 3.25 for Ph.D. students, he or she will be removed from academic probation and may enroll in the next term with approval from the advisor or program coordinator. Advisor approval to preregister thereafter is not required if the student maintains good academic standing.
    - b. If the student's cumulative GPA is not at least 3.0 for master's and 3.25 for Ph.D. students, the student will be dismissed from the university.

### Dismissal from the University

A graduate student may be subject to academic dismissal due to a lack of academic progress, specifically when the graduate student has a second consecutive term on academic probation. The student's advisor or program coordinator and the dean of the appropriate college review the academic records of such students and based on their recommendations, the academic dean will make a final decision.

Dismissed students, with the exception of anyone dismissed for academic dishonesty, may apply to the University for Readmission after one year from the term of dismissal. Veteran students will have their benefits terminated if they fail to attain a 3.0 GPA (master's) or 3.25 GPA (Ph.D.) after two consecutive terms on probation. A student applying for readmission may be held to any new requirements in effect and/or may be required to validate prior learning.

### The Institutional Review Board

All human subject research and research-related activities involving human subjects conducted within or under the auspices of Lynn University by any faculty, employees or students, is subject to the Institutional Review Board for the Protection of Human Subjects in Research (IRB) review, recommendations if warranted, and final approval.

The purpose of the IRB is to safeguard the safety, privacy, health, and welfare of the human subjects involved in research and research-related activities. IRB reviews three categories of research: new projects, periodic review on a continuing project, and procedural revision to a previously approved project. IRB members are selected for their experience, expertise, diversity and breadth in backgrounds and represent individuals with primary concerns in both scientific and non-scientific areas. Under no conditions can proposed research begin prior to IRB review and written approval.

Investigators have many obligations, including designing the study so that the incidence of risk and stress are minimized to the greatest degree possible and that these risks are accurately described in the protocol. Moreover, the investigator bears responsibility for terminating the study when hazards or risks to the subjects become apparent or may be incompatible with the study's benefits; further, investigators must report any adverse reactions associated with the study to the IRB.

Information regarding the IRB Policies is available in the appropriate college and the IRB Web site (contact the IRB for the URL to this site). These procedures are briefly summarized as follows:

- Prior to submission to the IRB, a research proposal must be approved by an advisor in the case of student research or by the supervisory vice president in the case of a university employee.

- Completed IRB application including the research protocol, certifications and signatures, and curriculum vitae of principal investigator is submitted to the IRB. Reviews may be by convened full board review (11 copies), expedited review (five copies), or request for exempt status (three copies).
- The deadline for submission of the application for IRB review is the 15th day of each month in order to be considered at the next monthly IRB meeting. If the IRB has any special concerns or questions, the researcher may be asked to attend the meeting.
- The IRB notifies the investigator and the institution in writing of its decision to approve or disapprove the proposed research activity, or of modifications required to secure IRB approval of the research activity. If the IRB decides to disapprove a research activity, it shall include in its written notification a statement of the reasons for its decision, and provide the investigator an opportunity to respond in person or in writing. Institutional notification for employees is to the investigator's supervisory vice president and to the research advisor in the case of students. For students, once approved, a copy of the approval letter is sent to the Office of Student Administrative Services for the student's permanent file.
- Currently approved protocols must be reviewed annually.

### **Lynn University Code of Computing Practice**

All Lynn University students and staff are expected to practice responsible and ethical behavior in their computing activities. While most computer users act responsibly, those who do not, either through ignorance or intent, can potentially disrupt others or even steal or damage their work.

To a reasonable and economically feasible degree, the university is responsible for securing its computing systems against unauthorized access and/or abuse while making them accessible for authorized and legitimate uses. This responsibility includes informing users of the expected standards of conduct and the punitive measures for not adhering to them. For specific information on information technology policies, see [www.lynn.edu/student](http://www.lynn.edu/student).

### **Campus Housing**

A limited number of campus accommodations are available to graduate students on a space-available basis. For applications and information about costs for room and board, contact the Office of Student Administrative Services.

### **Classification of Graduate Students**

A master's or doctoral student is classified as full-time if registered for six or more credits a term for five of the six terms during an academic year. A minimum of three credits each term is the requirement for two terms sequentially to qualify for federal financial aid. A student registered for less than six credits per term is considered part-time.

### **Course Schedule Changes**

Graduate students may change their course schedule only within the one-week add/drop period following registration at the beginning of each term. The deadline is posted on the appropriate academic calendar ([www.lynn.edu](http://www.lynn.edu)).

### **Policy and Procedures for Failing Grades**

Students who receive a grade of F are in serious academic jeopardy. When this happens, their advisor(s) conducts a thorough review of the student's academic progress, in order to determine whether or not and under what circumstances the student(s) will be allowed to remain in the program. In turn, the advisor shares the review results with the dean of the appropriate college, where a final determination is made. The student is informed of the decision in writing either to: (a) remain in the program with a plan for remediation; or (b) be dismissed from their program and the university. For those who remain in the program, the failed course must be repeated the next term the course is offered.

For doctoral students, a grade of F is unacceptable for any reason. Receipt of this grade requires an immediate review of the student's progress by the advisor who reports these results to the dean of the appropriate college for a final determination and action.

### **Doctoral Dissertation Grading**

A grade of P (designating passing) is used for all doctoral dissertation course work. The P indicates that the student has fulfilled all academic requirements, professional obligations, and work associated with the internship or dissertation, including the completion of the required hours in the field. The credit hours are recorded, and the P is not used in the calculation of the grade point average.

A grade of NP is used when the requirements, professional obligations, and work associated with the doctoral dissertation course work have not been completed successfully. Neither the credit hours nor any quality points are entered in a student's record.

A designation of IP is used to denote that an internship or dissertation requirement has not been completed in one term and is continuing for an additional term(s).

### **Graduation**

Graduate students in master's degree programs who complete their course work by Summer II are eligible to participate in the May commencement. Ph.D. students must complete all degree requirements prior to the May commencement and should consult the Doctoral Student Handbook for the specific deadline dates. All students anticipating graduation must apply for graduation at the Office of Student Administrative Services and have an academic program audit completed. Students should comply with the application deadline indicated on the academic calendar.

Applications for graduation are available in the Office of Student Administrative Services. Deadlines for applications are posted on the appropriate academic calendar.

### **Registration**

Registration begins several weeks prior to the beginning of each of the six terms. Schedules of class offerings are posted on the Web site [www.lynn.edu/mylynn](http://www.lynn.edu/mylynn) as soon as they are finalized.

Each student must first meet with her or his advisor for approval of course selections. The student may then proceed to the Office of Student Administrative Services to pay the tuition and registration fee and then to complete the registration process.

### **Add/Drop Period**

The add/drop period takes place during the first week of the term. At this time a student may change or drop a course; however, when the add/drop period concludes, a student cannot change his or her schedule. There is a 75 percent tuition refund during the first week of classes. There are no refunds after the first week of classes.

### **Residency Requirement**

The residency requirement in graduate programs is intended to ensure that students become integrally involved in the academic life of their program and of the university. In residence, students are more likely to become fully immersed in graduate study for a substantial period of time and develop a relationship of scholarly and professional collegiality with faculty and fellow students. During the residency period, students are expected to take courses and participate in other aspects of the intellectual life of their discipline and of the university community. Students should review the established requirements for their respective programs.

### **Special Student Status**

Graduate students who wish to take courses for the purposes of continuing education, teacher certification or transfer of credits to another institution may register as Special Students. Special Students are classified as non-degree seeking students and must show evidence of graduation from an accredited college or university in order to be eligible for this classification and take graduate courses at Lynn University.

Special Students must complete a Special Student form available in the Office of Admissions and may be limited to six credit hours, except under the following circumstances:

- Educators seeking ESOL certification or taking courses for certification or recertification purposes are limited to 15 credit hours (five three-credit courses).

Those interested in enrolling as non-degree seeking students should contact the Office of Admissions for a Special Student form and registration materials. Term schedules of classes are available in the Office of Admissions, the Office of Student Administrative Services, the appropriate college and on the university's Web site. Financial aid is not available to Special Students. Because of immigration regulations, a foreign student with either an F-1 or J-1 Visa may not register as a Special Student and must be degree seeking. Students who would like to change their status to degree seeking must complete a graduate application, provide all necessary documentation, including entrance testing if appropriate, and meet all admission requirements. Enrollment as a Special Student in no way implies a right for future admission to the university or a graduate program.

Credit earned as a Special Student does not automatically count as fulfilling graduate degree requirements unless approved by the program coordinator or dean of the appropriate college. All such proposed courses must have a grade of B or better and meet specific course requirements for the degree. This determination is made after the applicant has been accepted to the university or by the end of his or her first term as a matriculating student.

### **Second Master's Degree**

Currently matriculated graduate students who wish to pursue a second master's degree may do so. The primary requirement is that the second degree must include a minimum of 24 unique credits. An Application for Readmission and submission of the Lynn University graduate transcript must be completed and sent to the graduate admission coordinator, who sends formal notification of the acceptance into the second master's program.

### **Security Telephone**

The Security Office is open 24 hours a day. A security station is located at the southeast corner of the Freiburger parking lot and adjacent to the baseball complex. Security can be reached at 561-237-7226.

### **Student Participation in Sports**

Many of our graduate students are interested in participating in athletics. With the changes outlined in the 1998-1999 NCAA manual, graduate students may now compete using the one-time transfer rule of eligibility, which follows.

**Graduate Student or Post-Baccalaureate Participation:** A student-athlete who is enrolled in a graduate or professional school of the institution he or she previously attended as an undergraduate (regardless of whether the individual has received a United States baccalaureate degree or its equivalent), a student-athlete who is enrolled and seeking a second baccalaureate or equivalent degree at the same institution, or a student-athlete who has graduated and is continuing as a full-time student at the same institution while taking course work that would lead to the equivalent of another major or degree as defined and documented by the institution, may participate in intercollegiate athletics, provided the student has eligibility remaining and such participation occurs within the applicable five-year or 10-semester period set forth in 14.2.

**One-Time Transfer Exception:** A graduate student who is enrolled in a graduate program or professional school of an institution other than the institution he or she previously attended as an undergraduate may participate in intercollegiate athletics if the student fulfills the conditions of the one-time transfer exception set forth in 14.5.3.11 and has eligibility remaining per 14.2 (Adopted: 1/9/96 and effective 8/1/96 for those student-athletes who transfer to the certifying institution on or after 8/1/96).

### **Transfers to Another Specialization Within a Degree Program**

Should a graduate student wish to transfer to another specialization within the M.B.A. or M.S. degree program, a Request for Change of Specialization form must be completed and approved by both the current academic advisor and the dean of the college which sponsors the academic specialization.

A copy of the approved form is filed with the Office of Student Administrative Services. The new advisor and the student also receive copies of the approved form.

### **Transfer of Graduate Credits from Other Colleges and Universities**

#### **Master's Degree Criteria for Transfer Credits**

Up to six hours of graduate credits from a fully accredited graduate school may be transferred into the M.B.A., M.Ed. and M.S. programs if they meet the following criteria:

- The course(s) must be at the graduate level from either a master's degree program initiated at another school but not completed, or a completed master's degree;
- The course(s) must have a grade of B or better and be taken no more than four years prior to admission to Lynn University.

Transfer credit will be awarded only for those courses that are comparable in title and content to those in the Lynn University Academic Catalog and are part of the proposed course of study. For course titles not specifically listed in the catalog and curriculum, the program coordinator or the dean of the appropriate college determine whether any transfer credit will be awarded.

Credits taken at schools not accredited by one of the regional associations will be evaluated only after a student has submitted a school catalog and a course syllabus for each. In certain instances, competency testing may be required.

#### **Ph.D. Degree Criteria for Transfer Credits**

Credit hours may be transferred into the Ph.D. degree program if they meet the following criteria:

- A maximum of six graduate credit hours may be transferred from course work applied to a completed master's degree.
- A maximum of 12 graduate credit hours from a fully accredited graduate school may be transferred into the Ph.D. degree program (only six of which were applied to a completed master's degree). Transfer credit will be awarded only for those courses that are comparable in title and content to those in the Lynn University Academic Catalog and are part of the proposed course of study.

All other criteria for the transfer of credit from the university catalog also apply to the transfer of graduate credit hours into the Ph.D. Program.

#### **Transfer of Credit Procedure**

Requests for transfer of credits should be directed in writing to the faculty advisor or degree program coordinator during the first term of master's or doctoral study. Appropriate documentation should accompany the request and include an official transcript and one or more of the following: a course description, a catalog, a syllabus for the course or completed written assignments for the course.

Prospective and enrolled graduate students are reminded that the general academic, financial and student behavioral policies and rules of the institution as stated in the catalog remain in force and effect unless specifically modified by graduate rules and policies included in the graduate information in the catalog.





## Chapter VII.

# Academic Support Services and Special Programs

### Institute for Achievement and Learning

The mission of the Institute for Achievement and Learning is to provide an innovative strategic menu of services that creatively links all aspects of Lynn University student life and academic achievement. To ensure positive opportunities to embrace, engage and empower students, the institute offers diagnostic information, personal profiles and assessments, and a menu of comprehensive, creative and diverse support services that are available for students. The institute also provides professional development and training, with opportunities for educational research that extend from faculty workshops to seminars designed to include the greater community. The institute has been created as the vehicle to promote the idea of label-free learning, encouraging academic excellence both in and out of the classroom and celebrating the uniqueness of every mind and potential of every student. The institute is the coordinating body for existing and new campus academic support services and the primary source for student support outside of direct classroom instruction. All students have access to the institute, which includes the following resources and programs:

- **The Heller Family Diagnostic Center:** The institute's diagnostic branch and the beginning of the Lynn University educational journey within the institute with the administration of Alpha Profiles to identify and support students' strengths and affinities.
- **Lynn University Tutoring Program:** Open to all students at Lynn University and offering math and writing support, fee-based tutorials and workshops. This program is housed within the Heller Family Diagnostic Center. Content-area tutoring and group strategy sessions by subject area available to all Lynn University students
- **The Comprehensive Support Program:** designed to offer academic support services, specialized classes, a large staff and professional tutors for students with learning differences
- **The Metamorphosis Program:** designed to offer weekly individual coaching sessions, tutoring and multiple intelligence experiential activities for students with issues surrounding attention, distractibility, organization and executive functioning
- **ADA Office:** available to students who need special accommodations for learning and testing

### Alpha Profiles

The purpose of the Alpha Profile, which is administered within the Heller Family Diagnostic Center, is to develop a personalized profile of each student by evaluating abilities and interpreting each student's potential for success. The Alpha Profile helps students develop an understanding and knowledge about themselves to empower them to become lifelong learners. The Alpha Profile is the first step toward this lifelong learning goal. The results of the Alpha Profile help students explore, discover and learn about themselves so that they may excel in the culture of the Lynn University campus.

Each student completes a series of evaluations and personality inventories. These evaluations and inventories are designed to measure learning styles, cognitive potential, multiple intelligence clusters and personal interests. After this initial process, the institute provides each student with a profile that reflects individual interests and values, and suggests learning environments and study methods that may be most effective. Recently, a wellness assessment has been added as well.

### Comprehensive Support Program

This program offers students with learning differences an extraordinary opportunity to excel at the college level. It provides a select number of motivated students with the additional support they need to achieve and maintain academic success and earn a university degree.

The program provides these students with academic mentoring; a separate testing area and extended time for examinations; verbal exams; specialized core courses with a low pupil-to-teacher ratio called Z courses; and one-on-one tutorials in most subject areas. Z courses are taught by professors who have training in learning style differences, as well as expertise in the content area. They use the same syllabi and teach the same content as other sections of the same courses offered to all students at Lynn University.

All students accepted into the Comprehensive Support Program are required to take EDU 100 Language and Learning Development, a three-credit college level course. This course is diagnostic in nature and focuses on the theories of behavioral psychologists and the relationship between intelligence and learning. It is designed to help students understand and identify their own individual learning styles, their cognitive strengths and weaknesses, and the sensory modalities that will help them succeed as students and beyond.

First-year students in the Comprehensive Support Program should attend a minimum of two one-on-one tutoring sessions per week to further their academic success. The Comprehensive Support Program Tutoring Center is located in the Count and Countess de Hoernle International Center. Students may schedule as many half-hour tutoring sessions as they like. Tutoring sessions are scheduled with the Tutoring Center coordinator. Tutoring Center hours are 8 a.m. to 8 p.m. Monday through Thursday, 8 a.m. to 5 p.m. Friday. All tutors hold professional, master's or doctoral degrees. The Tutoring Center keeps parents informed of students' tutorial usage by sending home two updates per semester.

The Testing Center is located on the third floor of the Count and Countess de Hoernle International Center. Testing Center hours are 8 a.m. to 6 p.m. Monday through Friday.

### Metamorphosis Coaching Program

The Metamorphosis Coaching Program is designed for students with issues surrounding attention, organization and distractibility. The program allows students to explore the creation of personal learning-living environments through various intelligences. An individual learning coach is assigned to each student though the

EDU 100 course. Students meet weekly with their coach/mentor to discuss such topics as personalized learning strategies, learning behaviors, time management and organizational skills. Students also attend weekly one-on-one tutoring sessions in any content area with professionals holding a minimum of a master's degree.

Students accepted into this program also participate in weekly experiential learning activities in South Florida habitats such as Gumbo Limbo, various beaches and the butterfly garden located on campus. During these activities, students are encouraged to explore who they are in relation to living things in nature and identify issues that could impact their "survival" during their first semester of college. Students reflect on their values and their learning habitats through journaling, group discussions and other interactive assignments. Additional experiences, such as group activities and guest lecturers focusing on Howard Gardner's multiple intelligences, expand the learning process.

### **The Heller Family Diagnostic Center**

This center is located on the second floor of the de Hornle International Building. The primary mission is one on one instruction for all students. The meetings between the center staff and students are face-to-face and work to enable students to learn productive habits in pre-writing activities, drafting, revising and editing. The center uses both directive and nondirective instructional techniques as the student composes work and seeks consultation. The center supports writing across the curriculum, serving both day and evening students.

Along with the writing process, modeled, shared, interactive, guided and independent writing will be investigated and then implemented. Writing strategies and skills will be identified concentrating on spelling, handwriting, and dictionary usage. Additionally, through the Heller Family Diagnostic Center, Lynn University Tutoring is offered to all Lynn University students. Daytime undergraduate students are allowed one session of tutoring at no charge. Evening and graduate students are also allowed one session of tutoring at no charge. After these limits are reached, students are charged \$36 per session, which will be billed directly to their Lynn University account. Students can attend on a walk-in basis or make an appointment by signing up at the center. In the event that a student cannot attend a scheduled appointment, he or she must notify the Lynn tutoring staff within 24 hours, or be charged the normal fee.

These sessions are held at regularly scheduled times posted in the center. Hours are 9 a.m. to 8 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Friday.

The Heller Family Diagnostic Center also offers intelligence and achievement testing and evaluations for enrolled students who may be struggling academically. As of fall 2007, a licensed school psychologist is on staff to administer these assessments.

### **American Disabilities Act (ADA) Accommodations**

The ADA coordinator reviews each student's documentation to determine if he or she is eligible to receive ADA services and reasonable accommodations provided at the college level. Accommodations provided by the Testing Center may include, but are not limited to: extended time testing in a separate testing and distraction-reduced environment; reader; scribe; computer access for recording answers to test questions; and alternative test formats. It is important to note that no tests are altered in either format or content by the Testing Center staff and that readers are only permitted to read the questions exactly as they are written. Testing Center staff members proctor all exams.

Each professor provides individually written instructions to the Testing Center on how to administer each test. While taking the tests, students must follow established rules and procedures outlined by the Testing Center. They are as follows:

- Students must disclose to their professor evidence of their eligibility for testing accommodations by submitting to the professor an accommodation sheet signed by the ADA Coordinator.
- For each test, students must notify their professor prior to test day that they will take their test in the Testing Center.

- For each test, students must notify and set an appointment with the Testing Center prior to test day.
- The test must be taken during the student's regularly scheduled class time for the test being administered, unless stated otherwise by the professor.
- Students must arrive on time for their test appointment.
- Students must sign in at the Testing Center before they may begin the test.
- No books or notes are allowed at the student's desk unless stated otherwise in the professor's instructions to the Testing Center.
- If a student is caught cheating, his or her test will end immediately, and the Testing Center will notify the professor.
- Upon completion of a test, students are required to sign out of the Testing Center. Each test is then sealed in an envelope for security and returned to the appropriate professor as per his or her written instructions.

### **Hannifan Center for Career Development & Internships**

The Hannifan Center for Career Development & Internships is a one-stop career center, serving all students and alumni of Lynn University. The center is located on the first floor of Trinity Hall. Its overall purpose is to provide students and alumni access to state-of-the-art technologies to ensure a competitive edge in job markets; to help students and alumni make the most of their educational experience by helping them develop, evaluate, initiate and implement their career plans; to offer programs and services for students and alumni to gain greater understanding of their beliefs and values, skills and aptitudes, personality characteristics, and knowledge of the work world; and to promote a greater awareness within the university community of the needs for, and nature of career development and life planning as a lifelong, self-directed process.

The staff of the Hannifan Center for Career Development & Internships assists students with their career selection and job search in group sessions and/or by private appointment. Workshops on a variety of topics are provided: resume development, interview skills, dress for success, and launching a job search. An annual Career Expo provides students with access to a large number of recruiters from a variety of employers. A variety of services is provided to students by appointment: career counseling, career and personality assessments, informational interviews referrals, internship courses, mentor relationships, resume review and interviewing practice, and on-campus interview dates. It is recommended that students who are "undeclared" majors contact the center to begin examining career alternatives, thus enabling them to make appropriate course selections.

The Hannifan Center for Career Development & Internships is also a valuable career information and resource center. A library in the center provides information about a broad cross-section of employers, careers, internship opportunities, corporate training programs and local job opportunities. Through its Web site, the center provides information on career options for each major, the Lynn "Knight Surfer" job posting/resume referral service, links to external job search and internship resources, stories about successful interns and graduates, and a calendar of events.

### **Center for Instructional Innovation**

The Center for Instructional Innovation (CII) supports Lynn University faculty and staff in utilizing instructional technology to facilitate and enhance teaching and learning. The CII offers information, resources, support and training to assist faculty with integrating technology in the classroom. The CII is located on the 2nd floor of the Lynn University Library and maintains a regular schedule of educational technology training and innovative pedagogical sessions throughout the year. The CII includes a model classroom and a faculty conference room to provide a place to collaborate and explore new ideas.

## Center for International Programs and Services

The Center for International Programs and Services promotes and coordinates international programs and services at Lynn University. It is located on the second floor of the de Hoernle International Building. The center's purpose is to provide external programs and international resources for Lynn University students and faculty seeking educational/cultural exchange and to advise students about study abroad programs and faculty-led study tours. In addition, the center assists international students with immigration and tax procedures, campus and community advising and offers a supportive environment for non-native English speakers.

The center comprises several programs and services, including Study Abroad, International Student Services and International Health Insurance offices. Detailed information regarding all of the center's programs and services can be obtained by contacting the office directly or on the Web site [www.lynn.edu/CIPS](http://www.lynn.edu/CIPS).

### International Student Services

International Student Services (ISS) is an important source of information and provides assistance to international students while they are in the United States.

ISS is an integral part of the Center for International Programs and Services. The purpose of ISS is to develop and deliver international student support services and programs outside the classroom and to contribute to student leadership. ISS is also a source of comprehensive and up-to-date immigration and tax information.

### Study Abroad Program

The purpose of the Study Abroad Program is to augment the Lynn University curriculum through an international educational experience. Studying abroad offers students the opportunity to extend their cultural, linguistic and geographic horizons while earning Lynn University credit. Credit may be earned toward a Lynn University degree through study abroad programs approved by the student's advisor and the Center for International Programs and Services. All programs are open to Lynn University students. All students are eligible to attend after completing 24 credit hours. Study abroad opportunities are available in several locations. Information is available in the Study Abroad Resource Library.

### American College Dublin, Ireland

American College Dublin lends another dimension to the international perspective offered to Lynn University students. Located on prestigious Merrion Square in the heart of Dublin, the school is headquartered in the childhood home of Oscar Wilde.

American College Dublin offers a Bachelor of Arts degree in several disciplines and concentrations. The college is designated by the Higher Education Training and Awards Council (HETAC), the state body responsible for third level educational and training institutions in Ireland. The following degrees are fully accredited by HETAC:

- Bachelor of Arts in Behavioral Science
- Concentration in Psychology
- Bachelor of Arts in International Business
- Concentrations in International Management and International Marketing

In addition to the degrees listed above, the college offers a Diploma in Hospitality Management that is accredited by the Educational Institute of the American Hotel and Motel Association.

Students not majoring in one of these fields are still able to take a wide range of liberal studies courses during their study abroad semester to help fulfill their Lynn requirements. Terms of study include a fall and spring semester, and four-week summer and six-week summer programs. Semester programs are designed to carry 12 to 15 credit hours, while summer programs carry six to nine credit hours. Optional ACD study tours in Ireland and Italy are offered during all terms of study.

### Faculty-Led Study Tours

The faculty of Lynn University provides opportunities to incorporate an international education experience into each degree program. Colleges of the university host short-term academic study tours where a faculty member conducts a tour for students to experience and learn while gaining academic credit. Each tour consists of course content pertinent to the specific region of the world. Prior academic preparation is required. Tours range from three to nine credits and encompass two to six weeks.

### Counseling Center

The Counseling Center, located on the first floor of the E.M. Lynn Residence Center, offers a variety of mental health services, including individual and group counseling for students dealing with emotional, psychological, behavioral and social issues. These services are strictly confidential and free of charge to all registered Lynn University students. Psychiatric and medication referrals are directed to qualified, off-campus, private practitioners. The center is open Monday through Thursday from 8 a.m. to 8 p.m. and on Fridays from 9 a.m. to 5 p.m.

### Honors Programs

#### University Honors Program

The goal of the Honors Program is to create a dynamic academic environment that may serve to awaken intellectual curiosity, promote free and active inquiry, and stimulate creative discovery. The innovative curriculum encompasses the full breadth of the liberal arts and sciences while promoting both an in-depth exploration and a wide intellectual synthesis of the ideas and concepts that have created the dilemmas and choices of our past, present and future.

This particular emphasis is seen as the groundwork for developing the intellectual skills necessary to confront the global transformation currently taking place. By design, the Honors Program provides a process through which selected student-scholars engage in and experience the entire learning cycle of concrete experience, reflective observation, abstract conceptualization and active experimentation which then can be applied to any area of interest.

The outcome of the process is the development of a broadened liberal arts and sciences perspective along with a greater appreciation and grasp of the complex variables, phenomena and issues that continuously dominate the dynamics of global change. It is intended that all qualified students, regardless of major or area of concentration, have the opportunity to participate in the Honors Program and thereby gain these enormous advantages.

#### Eligibility for the Honors Program

All freshmen on a Dean's Academic Scholarship automatically participate in the Freshman Honors Experience. The university also invites other freshmen who meet at least two of the following criteria:

- a cumulative high school GPA of 3.25 or higher
- a minimum SAT Score of 1100 (or ACT equivalent)
- and/or graduated in the top 20 percentile of their class

#### Transfer Students

Transfer students who wish to enter the Honors Program must have a minimum GPA of 3.5. They may apply to the Honors Program by mail. They will be notified of their application's status prior to fall registration. In addition, all transfer students are required to interview with the honors committee and will be considered for eligibility on a case-by-case basis.

#### Currently Enrolled Lynn Students

Currently enrolled Lynn students who perform particularly well during their first semester and have a minimum GPA of 3.5 on all college work completed will be invited to join the Honors Program. Each student also must provide recommendations

from two Lynn University faculty members in support of his or her candidacy. Applicants must also provide a written statement in which they describe their interest in the program.

### Non-Honors Program Students

Undergraduate degree students may participate in the Honors Program. Non-Honors Program students may take honors courses, so long as they have a minimum GPA of 3.5 and if there are openings in the course they wish to take. The student must receive permission from both the instructor in charge of the course and a designated Honors Committee member and take up to nine credits (three courses).

### Honors Curriculum

Honors students pursue a rigorous and exciting course of study. Honors classes focus upon specific themes that are investigated from different perspectives. Guided by distinguished faculty members, students are encouraged to design their own programs of study. Honors students receive an individualized education and are expected to demonstrate leadership abilities.

### Honors Courses by Contract

A student may elect to fulfill the required Honors Program credits by contract. An honors course by contract is one that is offered in the regular curriculum, in which an enrolled Lynn honors student enters into a formal agreement with the instructor to complete requirements well beyond those expected from other students. The student and the instructor jointly formulate a written contract specifying exactly what the student will do to receive honors credit in a course. Contracts must be approved by the Honors Program director or the Honors Council, and endorsed in writing by the above parties.

### Application Procedure

Students apply for admission to the Honors Program during the spring semester. The deadline for application is April 15. Transfer students have an extended application period with a deadline of June 15. An application consists of the following:

- a completed application form, available from the office of the secretary of the College of Arts and Sciences
- two letters from faculty, supporting the applicant's admission to the Honors Program
- a written statement of the applicant's interest in the Honors Program and his or her self-assessed creativity and imagination
- an interview with the Honors Committee

### Freshman Honors Curriculum

The Freshman Honors Curriculum provides highly motivated first-year students an opportunity to fulfill core requirements with courses in which they can experience the challenge and exhilaration of the regular Honors Program. These students also are able to attend the Honors Program Enrichment Series and to interact with upper-division Honors Program students. During their first semester at Lynn University, participants in the Freshman Honors Experience enroll in:

- ENG 101H Honors English Composition

During the second semester of their freshman year, Freshman Honors students enroll in:

- ENG 102H Honors English Composition II/Studies in Literature

The Freshman Honors Curriculum prepares qualified students for entrance into the university Honors Program at the beginning of the sophomore year.

### Graduation for Honors Program Students

Graduates of the Lynn University Honors Program having earned a GPA of 3.5 for the required 52 to 53 honors credits and in addition to having attained a GPA of at least 3.5 shall receive an Artium Baccalaureus Honoris, Scientiae Baccalaureus Honoris or Honoris Generalis depending upon their major.

## Honors Curriculum, 2007-2008

### FALL 2007

|           |                                 |
|-----------|---------------------------------|
| ENG 101H  | ENGLISH COMPOSITION I           |
| BUS 171H  | MACROECONOMICS                  |
| PSY 150H  | INTRODUCTION TO PSYCHOLOGY      |
| IRPS 250H | GEO/POLITICAL STRUCTURE         |
| MAT 110H  | COLLEGE ALGEBRA                 |
| COM 111H  | FUNDAMENTALS OF PUBLIC SPEAKING |
| COM 130H  | FILM APPRECIATION               |
| BUS 210H  | ENTREPRENEURSHIP                |
| HUM 107H  | WORLD PHILOSOPHY                |
| LAN 110 H | SPANISH I                       |
| LAN 212 H | SPANISH II                      |
| LAN 320H  | CUENTOS. CONTEMP.               |
| LAN 410H  | SPANISH IV                      |
| LAN 100H  | FRENCH I                        |
| LAN 202H  | FRENCH II                       |
| LAN 303H  | FRENCH III                      |
| LAN 410H  | FRENCH IV                       |
| LAN 120H  | GERMAN I                        |
| LAN 222H  | GERMAN II                       |
| LAN 495H  | SPECIAL TOPICS                  |
| SCI 260H  | ANATOMY AND PHYSIOLOGY I        |
| PSY 360H  | SOCIAL PSYCHOLOGY               |
| SCI 201H  | INTRODUCTION TO HUMAN BIOLOGY   |

### SPRING 2008

|           |                                 |
|-----------|---------------------------------|
| ENG 102H  | ENGLISH COMPOSITION II          |
| PSY 150H  | INTRODUCTION TO PSYCHOLOGY      |
| IRPS 250H | GEO/POLITICAL STRUCTURE         |
| MAT 110H  | COLLEGE ALGEBRA                 |
| COM 111H  | FUNDAMENTALS OF PUBLIC SPEAKING |
| COM 130H  | FILM APPRECIATION               |
| CMS 360H  | SPREADSHEET DESIGN              |
| BUS 210H  | ENTREPRENEURSHIP                |
| HUM 107H  | WORLD PHILOSOPHY                |
| SCI 201H  | INTRODUCTION TO HUMAN BIOLOGY   |
| PSY 370H  | ABNORMAL PSYCHOLOGY             |
| SCI 261H  | ANATOMY AND PHYSIOLOGY II       |
| LAN 110H  | SPANISH I                       |
| LAN 212 H | SPANISH II                      |
| LAN 312 H | SPANISH III                     |
| LAN 410 H | SPANISH IV                      |
| LAN 100 H | FRENCH I                        |
| LAN 202H  | FRENCH II                       |
| LAN 303 H | FRENCH III                      |
| LAN 410 H | FRENCH IV                       |
| LAN 120H  | GERMAN I                        |
| LAN 222H  | GERMAN II                       |
| HNR 295   | HONORS SEMINAR                  |
| HNR 395   | HONORS SEMINAR                  |
| HNR 495   | HONORS SEMINAR                  |

## Information Technology

The Information Technology (IT) Department aims to fulfill the university's mission "to create and constantly improve educational experiences in a living-learning environment with state-of-the-art information and communication technologies that provide access to worldwide networks." IT coordinates faculty development sessions in order to facilitate the technological sophistication of the university community by ensuring that electronic education and information technology education are integrated into the teaching and learning experience at Lynn University. This team approach to technological excellence equips students and faculty for the emerging

application of technology in the classroom and affords an opportunity to develop distance learning modalities parallel to traditional instruction. IT provides resources for satisfying the computing needs of students and faculty. In so doing, our professionals assist with the use of hardware and software available to faculty, students and staff, while improving administrative effectiveness and efficiency through the innovative use of sophisticated approaches to institutional management.

The Information Technology Department is composed of several divisions which include: Network and Support Services; Telecommunications; Information Services; Institute of Distance Learning; Center for Instructional Innovation; and Campus Card Office.

### **Computer Laboratories**

Computer laboratories are available in the Rolland A. and Lullis M. Ritter Academic Center, de Hoernle International Center, library, Green Center Video Conference Lab and the Assaf Academic Center. The library also has a bibliographic research system designed for literature searches. Computer stations are available with the latest versions of Windows and Microsoft Office Suite. Internet is available throughout campus using a redundant Smart Ring DS-3 45 Mbps connection. The campus also has a significant wireless network which is available in 90 percent of the buildings. If not scheduled for a class, computer laboratories are available in the Ritter Academic Center, the de Hoernle International Center and the Coleman Electronic Classroom (library). An additional 40-plus computers are available within the Lynn Library during regular library hours for access to research databases, the Internet and selected Windows applications. Four library carrels with network drops are provided in the library's periodical area (main floor) for Internet access using the university's high-speed Ethernet connection.

### **Institute for Distance Learning**

The Institute for Distance Learning (IDL) facilitates the delivery of Distance and Distributed Learning at Lynn University. IDL provides regularly scheduled training workshops in course design, course content, and Blackboard software. Course delivery is primarily Internet-based, asynchronous, interactive and collaborative. In addition, IDL provides student tutorials and instruction for first-time participants in Internet-based learning. In conjunction with the respective colleges, IDL supports the deployment of targeted programs selected for delivery online. IDL works closely with faculty in their course development to ensure high-quality programs that meet the needs of learners seeking alternate course delivery.

### **Internship Program**

The Internship Office in the Career Center supports Lynn University's overall educational purpose to produce graduates who possess the knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for lifelong learning. The Internship Program helps students achieve these goals by enabling them to gain real world work experience whereby they take on temporary roles as workers in an organization and reflect on these experiences in an academic setting.

Student reflections are made in written and online assignments. Written employer evaluations enable students to identify their professional competencies and personal characteristics, and measure their development in these areas throughout the internship experience.

Internship requirements vary by college or major within the university. In general, however, students who wish to register for an internship must:

- be a full-time day, evening or graduate student at Lynn University
- have successfully completed at least 30 credit hours at Lynn University
- have a minimum GPA of 2.5 in their major
- receive the approval of their college internship liaison
- meet with the director of internships before the internship begins and receive an application form for registration

- attend regular class meetings or work online and successfully complete the required academic course
- attend an internship orientation session
- if an F-1 international student, see the Designated School Official (DSO) at the Center for International Programs and Services for authorization of Curricular Practical Training (CPT). The F-1 student may not begin the internship until the student sees the DSO and receives the DSO's CPT approval.

### **Eugene M. and Christine E. Lynn Library**

The Eugene M. and Christine E. Lynn Library supports the university's academic programs by providing learning resources and services that meet the information needs of students and faculty. The library serves as the academic nexus of the campus, by providing a vibrant one-stop place for students and faculty to study, read, write, watch, listen, meet, research, learn, and socialize.

The library fulfills an essential role in the university by selecting and organizing a collection of materials that is continually evaluated and augmented to ensure its relevance to the curriculum.

The library promotes the use of these materials by:

- making them easily accessible
- providing effective instruction and orientation
- delivering efficient and courteous service

The library houses approximately 240,000 items on the Boca Raton campus. This collection includes books, periodicals, audiovisual materials and music. Our award-winning building was completed in 1996 and was designed to fully accommodate advances in information technology.

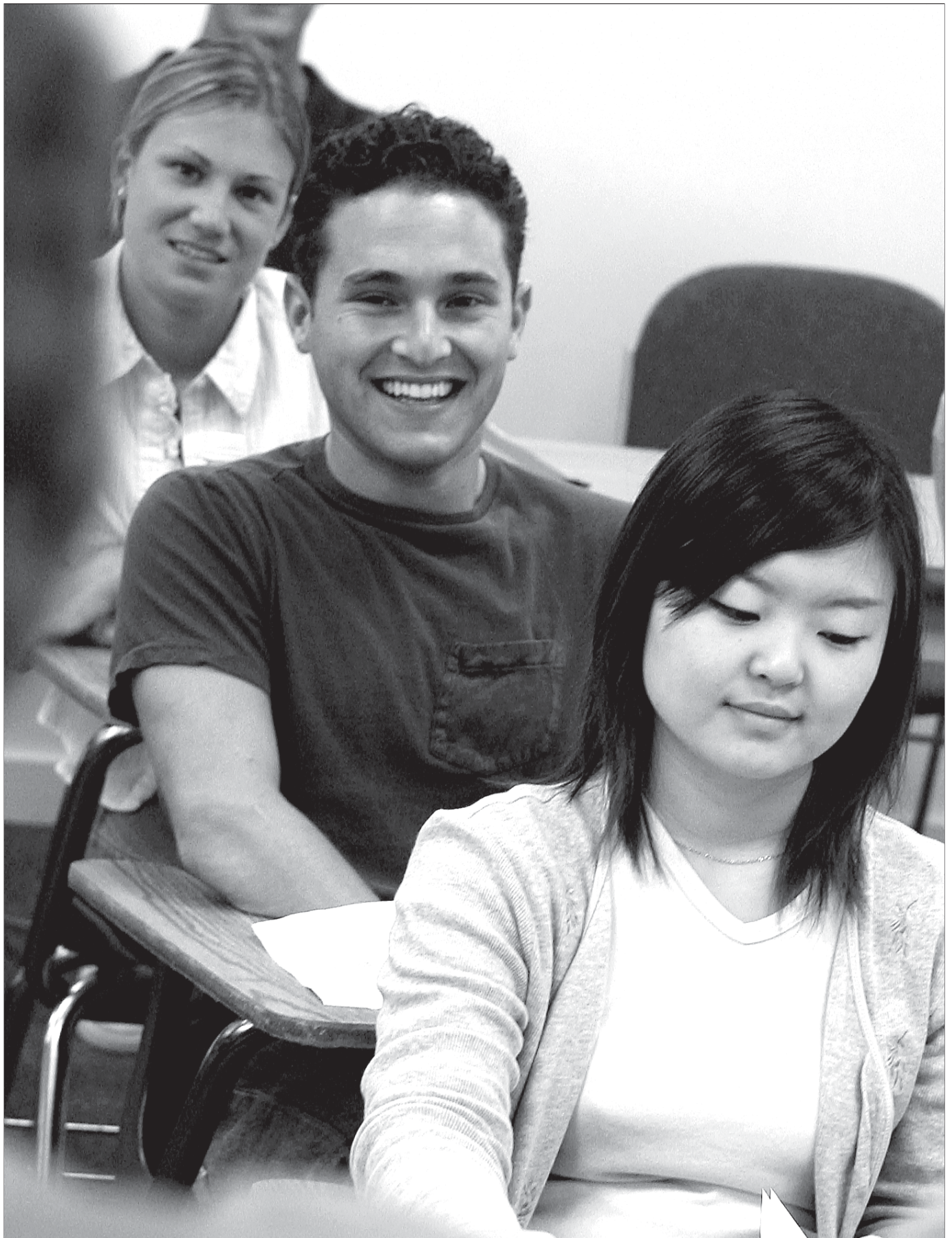
The library's rapidly developing collection of research databases contains journal articles, documents, images, reference materials and more. The databases in this collection are carefully evaluated and chosen for content that supports the curriculum.

A comprehensive program of information literacy instruction is provided to assist students in becoming proficient in using library and Internet resources.

The library uses Mandarin Library Automation's Oasis to efficiently organize and create descriptive data that promote the use of the library's collections. This catalog provides access to the library's resources from anywhere in the world via the Internet.

Wireless Internet access is available throughout the library building. In addition, 75 computer workstations are provided on the first floor, in the Coleman Electronic Classroom (24/7), and in the reference and periodicals areas.

As a member of the Southeast Florida Library Information Network (SEFLIN), Lynn Library provides students with direct access and borrowing privileges in regional academic libraries with holdings in excess of 12 million items.



## Chapter VIII.

# Educational Programs

### Definitions of Majors, Minors and Specializations

#### Definition of a Major

A major consists of a minimum of 30 credits within a well-defined discipline or group of disciplines. The major allows students to develop a significant degree of expertise in an area of study. The exact courses, credit requirements, prerequisites and electives for each major will vary. An outline of these requirements is included in the departmental program areas in the university catalog. In some majors, the opportunity for a concentration in the discipline is accommodated via a specialization (see below).

#### Definition of a Dual Major

In addition to satisfying all admission, progression and graduation requirements of the program offering the first major in a baccalaureate degree program, students may enroll in a second major. To do so, the student must:

- earn a minimum of 30 credit hours at Lynn University beyond those required for the first baccalaureate degree or a minimum of at least 150 credit hours
- satisfy the admission, progression and graduation requirements of the program or college offering the second major

Students may be enrolled in two major programs simultaneously. Each graduating undergraduate student receives only one academic transcript. For double majors, the academic transcript lists both majors.

#### Definition of Related Requirements

With the core requirements, related courses support the major. Related courses are in a discipline or group of disciplines other than the field of study or may be a specialized area within the discipline. The number of related courses varies with each major but should not outweigh the number of courses in the major.

#### Definition of a Minor

A minor consists of a minimum of 15 credit hours outside of the major. The minor enables a student to develop a secondary degree of expertise in an area of study in addition to his or her major academic program of study. While a minor program is intended to enable students to develop some degree of expertise in one area of study, it may be interdisciplinary. The completion of a minor is optional. The minor may be chosen to support the major, to offer greater job opportunities to the student on graduation, or to provide recognition of study in a second academic area.

To receive a minor, a student must also complete the requirements of a major of a baccalaureate degree concurrently from the university. Course work must include a minimum of nine upper divisional level (300+) credits and be specified by the appropriate college or department in which the minor courses will be acquired. The student's transcript shall indicate the minor.

#### Definition of a Specialization

Some majors may include an area of specialization. A specialization consists of a sequence of a minimum of 15 credit hours of course work within the major. Course work must include a minimum of nine upper divisional level (300+) credits and be

specified by the appropriate college or department in which the specialization will be taken. Where appropriate, the transcript shall indicate the major and the specialization (ie. Major: Business Administration and Specialization in International Business).

#### Degrees

The following degrees are offered by Lynn University upon completion of degree requirements:

#### Bachelor's Degrees

Bachelor of Arts (B.A.) in American Studies, English, Human Services, International Relations, Liberal Arts, Music, Advertising and Public Relations, Communication, Media and Politics, Drama, Film Studies, Multimedia Journalism, Radio, Television and Internet Media.

Bachelor of Science (B.S.) in Biology, Criminal Justice, Psychology, Business Administration, Elementary Education, Hospitality Management, Graphic Design, Illustration/Computer Animation, Photography.

Bachelor of Music (B.M.) in Music Performance

#### Graduate Degrees

Master of Business (M.B.A.) in Business Administration

Master of Education (M.Ed.) in Educational Leadership, Exceptional Student Education with ESOL Endorsement

Master of Science (M.S.) in Administration, Applied Psychology, Communication and Media

Master of Music (M.M.) in Performance

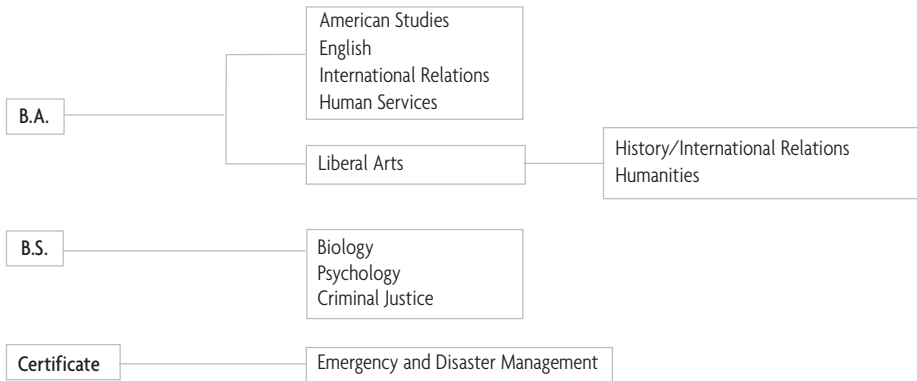
Doctor of Philosophy (Ph.D.) in Global Leadership

## Academic Organization

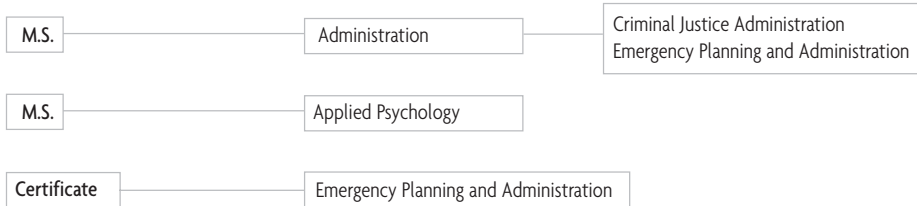
Below are the academic units administered through the Office of Academic Affairs. These units (disciplines) are responsible for the associated course and program offerings.

### College of Arts and Sciences

>> Undergraduate Degree      >> Major      >> Specialization Options



>> Graduate Degree      >> Major      >> Specialization Options



### College of Business and Management

>> Undergraduate Degree      >> Major      >> Specialization Options



>> Graduate Degree      >> Major      >> Specialization Options





## Donald E. and Helen L. Ross College of Education

### >> Undergraduate Degree

### >> Major

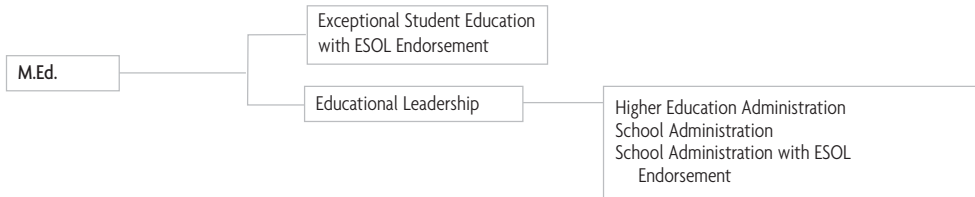
### >> Specialization Options



### >> Graduate Degree

### >> Major

### >> Specialization Options



## The Eugene M. and Christine E. Lynn College of International Communication

### >> Undergraduate Degree

### >> Major

### >> Major



### >> Graduate Degree

### >> Major



## College of Hospitality Management

### >> Undergraduate Degree

### >> Major

### >> Specialization Options



## Conservatory of Music

### >> Undergraduate Degree

### >> Major

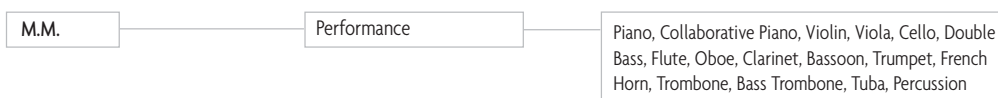
### >> Specialization Options



### >> Graduate Degree

### >> Major

### >> Specialization Options



## Undergraduate Curriculum

### General Education and Study in the Major

#### Perspectives and Academic Skills

The university believes that a liberal arts education is an essential foundation for, and complement to, its many career-oriented programs. General education and study in the major contribute to achieving the university's overall educational purpose: To produce graduates who possess knowledge, confidence, competencies and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for lifelong learning.

General education knowledge and academic skills are developed within a diverse learning community of students and faculty in order to foster diversity of thought and provide the opportunity to integrate varied perspectives, experiences and breadth of learning. The major provides in-depth learning within a discipline or group of disciplines and further develops perspectives and academic skills. General education and education in the major contribute to students attaining the following baccalaureate degree competencies:

#### Perspectives

- Acquisition of an outlook that shows reflective respect for individual differences, diversity of opinion and thought, multicultural and global awareness, and breadth and depth of learning.
- Cultivate the development of values and ethical consciousness for responsible participation in a complex, changing society.
- Awareness of and appreciation for people, cultures, and contemporary issues to prepare for participation in global transformations.
- Breadth of learning in a variety of disciplines that informs judgments and encourages inquiry.
- Depth and application of learning in a discipline or group of disciplines (mastery of specialized knowledge) to effectively serve and lead in a chosen profession.
- Preparation for positions of responsibility and leadership as productive global citizens who value lifelong learning.

#### Academic Skills

- Communication: Reading, writing, speaking and interpersonal / relationship skills.
- Mathematical Computation: Computing, interpreting and drawing conclusions from quantitative data.
- Computer Technology: Using computing hardware and software applications as tools in personal and professional environments.
- Information Literacy: Identifying, locating, evaluating and using relevant information.
- Intellectual Strategies: Problem-solving, critical and creative thinking, and inquiry.

## Core Curriculum

|   |          | Credits   |
|---|----------|-----------|
| English Composition I                                 | ENG 101  | 3         |
| English Composition II/World Literature               | ENG 102  | 3         |
| <b>Expressions of Humanity (select two)**</b>         |          | <b>6</b>  |
| Art Appreciation                                      | HUM 101  | 3 or      |
| Music Appreciation                                    | HUM 102  | 3 or      |
| Dance Appreciation                                    | HUM 104  | 3 or      |
| World Philosophy                                      | HUM 107  | 3 or      |
| Acting I  | COM 103  | 3 or      |
| Theatre Appreciation                                  | COM 113  | 3 or      |
| Film Appreciation                                     | COM 130  | 3         |
| <b>Fundamentals of Public Speaking</b>                | COM 111  | 3         |
| <b>Entrepreneurship</b>                               | BUS 210  | 3         |
| <b>Contemporary Geopolitical Affairs</b>              | IRPS 250 | 3         |
| <b>Foundations of Behavioral Science (select one)</b> |          | <b>3</b>  |
| Introduction to Psychology                            | PSY 150  | 3 or      |
| Introduction to Sociology                             | SOC 110  | 3         |
| <b>Math Requirement (select one)***</b>               |          |           |
| College Algebra                                       | MAT 110  | 3 or      |
| Probability and Statistics                            | MAT 221  | 3         |
| <b>Computer Applications</b>                          | CMS 200  | 3         |
| <b>Science (select one)</b>                           |          |           |
| Introduction to Biology                               | SCI 201  | 4 or      |
| Introduction to Physical Science                      | SCI 202  | 4 or      |
| Introduction to Human Biology                         | SCI 203  | 4         |
| <b>International Experience in the Major</b>          | IRPS 365 | 3         |
| <b>Total Credits</b>                                  |          | <b>37</b> |

\*\* Students may enroll in only one performance course (HUM 104 or COM 103) to satisfy the two-course requirement.

\*\*\* Please check with your advisor to determine which math class is required by your department.

### First Year Requirements

ENG 101\* English Comp. I (3 credits) and  
ENG 102\* English Comp. II (3 credits)

\* ENG 101 and ENG 102 must be passed with a C- or better to meet graduation requirements and must be taken sequentially.

Beginning with the first semester of the freshman year, a student must enroll in one of the above English sequences, repeatedly and in consecutive semesters, until the aforementioned requirement is fulfilled.

# COLLEGE OF ARTS AND SCIENCES

## UNDERGRADUATE PROGRAM

The College of Arts and Sciences provides a meaningful interpretive context for all programs within the university in the best tradition of liberal education. Through the programmatic initiatives and curricula described below, the college seeks to support the university's international and multicultural perspectives, thereby preparing students for responsible living in the 21st century. In addition to supporting the general education curriculum in English, Psychology, History, Natural Social Sciences, Mathematics and Humanities, the following undergraduate degree programs are offered:

Bachelor of Arts with a major in American Studies; Bachelor of Arts with a major in English; Bachelor of Arts with a major in Human Services; Bachelor of Arts with a major in International Relations (minors in International Communications and International Business); Bachelor of Arts with a major in Liberal Arts; Bachelor of Science with a major in Biology; Bachelor of Science with a major in Criminal Justice; Bachelor of Science with a major in Psychology.

## BACHELOR OF ARTS

### MAJOR: AMERICAN STUDIES

The American Studies (AMS) program is dedicated to the study of the people, places, cultures and events—past and present—that make up America and American society. The American Studies major is designed to provide students with a rich contextual and multidisciplinary understanding of America and American culture as well as the study of American literature, art, politics, economics and history. Built around the core disciplines of literature, political science, philosophy, history, sociology and cultural anthropology, the program will employ comparative and integrative methods and approaches from the humanities and social sciences. Additionally, the program is designed to examine the social and political role of America and how it relates to the rest of the world.

The program will help graduates to develop sound critical thinking skills, analytical skills, communication skills and research skills to enable them to pursue careers in such fields as education, public service and politics, non-profit administration, museum administration, cultural anthropology and journalism. Our students will also be well prepared to pursue a graduate education.

The AMS program also combines traditional in-class instruction with online activities, student-initiated, primary-source research projects, and visits to historic and unique sites, museums and cities around Florida and the country. As such, it is a program created with Lynn University's niche as a campus offering innovative, individualized academic experiences in mind.

### MAJOR: AMERICAN STUDIES – DEGREE REQUIREMENTS

The AMS curriculum develops critical thinking, historical perspective, social justice and moral reasoning, among other skills and values, in order to produce more responsible, informed and ethical citizens.

|   |                   |
|---|-------------------|
| <b>CORE CURRICULUM REQUIREMENTS (see page 64)</b>             | <b>37 CREDITS</b> |
| <b>MAJOR REQUIREMENTS: AMERICAN STUDIES</b>                   | <b>36 CREDITS</b> |
| ___ HIS 225 UNITED STATES GOVERNMENT                          | 3                 |
| ___ HIS 230 SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES | 3                 |
| ___ HIS 360 THE AMERICAN EXPERIENCE THROUGH FILM              | 3                 |
| ___ HIS 482 HISTORY SEMINAR                                   | 3                 |
| ___ HUM 240 PHILOSOPHY AND POPULAR CULTURE                    | 3                 |
| ___ HUM 350 AMERICAN PHILOSOPHY                               | 3                 |
| ___ HUM 399 COMMUNITY AWARENESS                               | 3                 |
| ___ ENG 330 AMERICAN LITERATURE I                             | 3                 |

|  |   |
|--|---|
| ___ ENG 331 AMERICAN LITERATURE II       | 3 |
| ___ CRJ 330 THE AMERICAN JUDICIARY       | 3 |
| ___ SOC 335 CONTEMPORARY SOCIAL PROBLEMS | 3 |
| ___ SOC 450 RACE AND ETHNICITY           | 3 |

|                          |                   |
|--------------------------|-------------------|
| <b>FREE ELECTIVES</b>    | <b>48 CREDITS</b> |
| ___ FREE ELECTIVE (300+) | 3                 |
| ___ FREE ELECTIVE (300+) | 3                 |
| ___ FREE ELECTIVE (300+) | 3                 |
| ___ FREE ELECTIVE (300+) | 3                 |
| ___ FREE ELECTIVE (300+) | 3                 |
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| ___ FREE ELECTIVE        | 3                 |
| ___ FREE ELECTIVE        | 3                 |
| ___ FREE ELECTIVE        | 3                 |
| ___ FREE ELECTIVE        | 3                 |

**TOTAL CREDITS 121**

|   |                   |
|---|-------------------|
| <b>AMERICAN STUDIES MINOR</b>                                 | <b>15 CREDITS</b> |
| ___ HIS 225 UNITED STATES GOVERNMENT                          | 3                 |
| ___ HIS 230 SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES | 3                 |
| ___ HUM 350 AMERICAN PHILOSOPHY                               | 3                 |
| ___ ENG 330 AMERICAN LITERATURE I                             | 3 OR              |
| ___ ENG 331 AMERICAN LITERATURE II                            | 3                 |
| ___ SOC 450 RACE AND ETHNICITY                                | 3                 |

### SAMPLE COURSES CROSS-LISTED FROM OTHER PROGRAMS

|  |  |
|--|--|
| BUS 370 BUSINESS – SPECIAL TOPICS                            |  |
| COM 235 FILM HISTORY (1895-1950)                             |  |
| COM 299 TOPICS IN COMMUNICATION                              |  |
| COM 305 MEDIA AND SOCIETY                                    |  |
| COM 321 GENDER COMMUNICATION                                 |  |
| COM 335 FILM HISTORY (1950-PRESENT)                          |  |
| HA 302 TOURISM – SPECIAL TOPICS                              |  |
| HS 330 THE POLITICS OF AMERICAN EDUCATION AND HUMAN SERVICES |  |
| IRPS 470 UNITED STATES FOREIGN POLICY                        |  |
| IRPS 471 THE AMERICAN PRESIDENCY                             |  |

## BACHELOR OF ARTS

### MAJOR: ENGLISH

Designed to provide students with a strong background in analyzing literature and to facilitate competency in communication, literary studies engage students in examining structural elements in literary genres and literary movements in the English language. The program also provides an opportunity for focused study on particular authors, gender-related issues and cultural perspectives of literature. Students develop sound critical thinking skills, analytical skills and research skills to enable them to best communicate their thoughts in the classroom and beyond. Exciting career paths can begin with English studies, and this program will prepare students for any career path or continuing education plans.

**MAJOR: ENGLISH - DEGREE REQUIREMENTS****CORE CURRICULUM REQUIREMENTS (see page 64)****37 CREDITS****MAJOR REQUIREMENTS****39 CREDITS**

Choose three of the following four classes:

|             |                          |   |
|-------------|--------------------------|---|
| ___ ENG 201 | STUDIES IN POETRY        | 3 |
| ___ ENG 202 | STUDIES IN SHORT FICTION | 3 |
| ___ ENG 203 | STUDIES IN DRAMA         | 3 |
| ___ ENG 204 | STUDIES IN THE NOVEL     | 3 |

Choose four of the following five:

|             |                                   |   |
|-------------|-----------------------------------|---|
| ___ ENG 315 | MEDIEVAL & RENAISSANCE LITERATURE | 3 |
| ___ ENG 330 | AMERICAN LITERATURE I             | 3 |
| ___ ENG 331 | AMERICAN LITERATURE II            | 3 |
| ___ ENG 340 | BRITISH LITERATURE I              | 3 |
| ___ ENG 341 | BRITISH LITERATURE II             | 3 |

Students must complete the following required courses:

|             |                                      |   |
|-------------|--------------------------------------|---|
| ___ ENG 311 | CREATIVE WRITING                     | 3 |
| ___ ENG 325 | SHAKESPEARE                          | 3 |
| ___ ENG 350 | INTRO TO GENDER and MULTICULTURALISM | 3 |
| ___ ENG 405 | SEMINAR IN GENDER and LITERATURE     | 3 |
| ___ ENG 420 | TOPICS IN LITERATURE                 | 3 |
| ___ ENG 480 | LITERARY THEORY                      | 3 |

**ELECTIVES****42 CREDITS**

|                          |   |
|--------------------------|---|
| ___ FREE ELECTIVE        | 3 |
| ___ FREE ELECTIVE        | 3 |
| ___ FREE ELECTIVE        | 3 |
| ___ FREE ELECTIVE        | 3 |
| ___ FREE ELECTIVE        | 3 |
| ___ FREE ELECTIVE        | 3 |
| ___ FREE ELECTIVE        | 3 |
| ___ FREE ELECTIVE        | 3 |
| ___ FREE ELECTIVE        | 3 |
| ___ FREE ELECTIVE (300+) | 3 |
| ___ FREE ELECTIVE (300+) | 3 |
| ___ FREE ELECTIVE (300+) | 3 |
| ___ FREE ELECTIVE (300+) | 3 |
| ___ FREE ELECTIVE (300+) | 3 |
| ___ FREE ELECTIVE (300+) | 3 |

**TOTAL CREDITS 121**

\* Suggested electives include six hours of foreign language beyond the 100 level, or a minor in History, Philosophy, Humanities or Psychology.

**ENGLISH MINOR**

Designed to complement any degree program, the English minor enhances the marketability of a degree while providing students with specialized knowledge in the field of English studies. Specifically, students will be provided the opportunity to focus studies on two particular genres of literature. Students may choose from studies in poetry, short fiction, drama and novels. Additionally, students gain expertise in a particular era of American or British literature and may focus entirely on the literature of one nation. Students cap their English studies with one of Lynn University's highest-level classes, narrowing the focus of study around an author, a genre, a literary movement or a theme. To earn the English minor, students must take 15 hours in the following manner:

**ENGLISH****15 CREDITS**

|              |   |
|--------------|---|
| ___ ENG 200+ | 3 |
| ___ ENG 200+ | 3 |

|                               |                        |   |
|-------------------------------|------------------------|---|
| ___ ENG ELECTIVE (SELECT TWO) | 6                      |   |
| ___ ENG 330                   | AMERICAN LITERATURE I  |   |
| ___ ENG 331                   | AMERICAN LITERATURE II |   |
| ___ ENG 340                   | BRITISH LITERATURE I   |   |
| ___ ENG 341                   | BRITISH LITERATURE II  |   |
| ___ ENG 400+                  |                        | 3 |

**BACHELOR OF ARTS****MAJOR: HUMAN SERVICES**

The Human Services B.A. degree program prepares students for entry level positions in the social service field. The Human Services program offers practical hands-on learning experiences through a connection between Lynn University, our community and its agencies. Human services professionals can work in a variety of roles in a range of private, nonprofit, for-profit, and governmental service agencies. Common employment opportunities include case management, crisis intervention, assessment and advocacy in community organizations serving individuals and families at risk or who are coping with social problems such as poverty, child maltreatment, family dysfunction, substance abuse, mental illness, aging and disabilities.

**MAJOR: HUMAN SERVICES - DEGREE REQUIREMENTS****CORE CURRICULUM REQUIREMENTS (see page 64)****37 CREDITS****MAJOR REQUIREMENTS****48 CREDITS**

|             |  |      |
|-------------|--|------|
| ___ HS 100  | INTRODUCTION TO HUMAN SERVICES           | 3    |
| ___ HS 301  | PROFESSIONALS AS ADVOCATES               | 3    |
| ___ HS 325  | GROUP WORK AND FAMILY SYSTEMS            | 3    |
| ___ HS 360  | ASSESSMENT AND INTERVIEWING              | 3    |
| ___ HS 410  | CASE MANAGEMENT STRATEGIES               | 3    |
| ___ HS 420  | ETHICAL & LEGAL ISSUES IN HUMAN SERVICES | 3    |
| ___ HS 450  | HUMAN SERVICES INTERNSHIP PLACEMENT I    | 3    |
| ___ HS 475  | HUMAN SERVICES INTERNSHIP PLACEMENT II   | 3    |
| ___ HS 482  | HUMAN SERVICES SENIOR SEMINAR            | 3    |
| ___ PSY 150 | INTRO TO PSYCH                           | 3 or |
| ___ SOC 110 | INTRO TO SOC                             | 3    |
| ___ PSY 250 | DEVELOPMENTAL PSYCHOLOGY                 | 3    |
| ___ PSY 370 | ABNORMAL PSYCHOLOGY                      | 3    |
| ___ SOC 220 | FAMILY & SOCIETY                         | 3    |
| ___ SOC 261 | CURRENT PERSPECTIVES IN SUBSTANCE ABUSE  | 3    |
| ___ SOC 450 | RACE & ETHNIC RELATIONS                  | 3    |
| ___ CRJ 450 | RESEARCH METHODS                         | 3    |

\* Please note that students must take both PSY 150 and SOC 110

**11 FREE ELECTIVES****33 CREDITS**

|                   |   |
|-------------------|---|
| ___ FREE ELECTIVE | 3 |
| ___ FREE ELECTIVE | 3 |
| ___ FREE ELECTIVE | 3 |
| ___ FREE ELECTIVE | 3 |
| ___ FREE ELECTIVE | 3 |
| ___ FREE ELECTIVE | 3 |
| ___ FREE ELECTIVE | 3 |
| ___ FREE ELECTIVE | 3 |
| ___ FREE ELECTIVE | 3 |
| ___ FREE ELECTIVE | 3 |
| ___ FREE ELECTIVE | 3 |

**TOTAL CREDITS 121****HUMAN SERVICES MINOR**

The purpose of the Human Services minor program is designed for students in the allied helping professions (e.g. psychology, criminal justice, education), or other students interested in facilitating positive changes for individuals and communities. Students are required to take five courses, which will supplement their major field of study with the development of entry level skills of assessment, interviewing, case management and advocacy.

| <b>MINOR REQUIREMENTS</b> |  | <b>15 CREDITS</b> |
|---------------------------|--|-------------------|
| ___ HS 100                | INTRODUCTION TO HUMAN SERVICES           | 3                 |
| ___ HS 301                | HUMAN SERVICE PROFESSIONALS AS ADVOCATES | 3                 |
| ___ HS 360                | ASSESSMENT & INTERVIEWING                | 3                 |
| ___ HS 410                | CASE MANAGEMENT                          | 3 or              |
| ___ HS 325                | GROUPWORK AND FAMILY SYSTEMS             | 3                 |
| ___ HS 420                | ETHICAL PRACTICE                         | 3                 |

## BACHELOR OF ARTS

### MAJOR: INTERNATIONAL RELATIONS

International Relations at Lynn University introduces students to the peoples, places and events that shape the political, historical, cultural, social and economic dynamics of the world. Students will be prepared for the multifaceted world in which they will become local, national and global citizens and leaders. This is accomplished through an integrated learning approach that relies on multi- and interdisciplinary courses grounded in political science, history, modern languages and economics/business. An emphasis on student-centered learning and flexibility of the curriculum—through a set of upper level major electives—provide an individualized orientation for studying International Relations.

Lynn University offers a B.A. degree in International Relations that is designed to maximize graduates' opportunities for advanced study or employment. The department also offers a minor in International Relations that complements any one of several majors. A second minor in Regional Geopolitics is available to all students at Lynn University. It provides a broad yet detailed foundation in regional political and cultural affairs. The various curricula may include courses completed as part of a study abroad program, either through Lynn University or other international higher education institutions.

### MAJOR: INTERNATIONAL RELATIONS - DEGREE REQUIREMENTS

| <b>CORE CURRICULUM REQUIREMENTS (see page 64)</b> | <b>37 CREDITS</b> |
|---|-------------------|
| <b>MAJOR REQUIREMENTS</b>                         | <b>66 CREDITS</b> |

|  |                                     |      |
|--|-------------------------------------|------|
| ___ IRPS 150   | INTRO. TO INTERNATIONAL RELATIONS   | 3    |
| ___ IRPS 220   | GLOBAL HUMAN RIGHTS                 | 3    |
| ___ IRPS 310   | INTERNATIONAL LAW                   | 3 or |
| ___ IRPS 305   | INTERNATIONAL ORGANIZATION(S)       | 3    |
| ___ IRPS 325   | INTERNATIONAL DIPLOMACY             | 3    |
| ___ IRPS 330   | THE POLITICS OF DEVELOPMENT         | 3    |
| ___ IRPS 380   | THEORIES OF INTERNATIONAL RELATIONS | 3    |
| ___ IRPS 350   | COMPARATIVE POLITICAL SYSTEMS       | 3 or |
| ___ IRPS 470   | UNITED STATES FOREIGN POLICY        | 3    |
| ___ IRPS 483   | SEMINAR IN INTERNATIONAL RELATIONS  | 3    |
| ___ BUS 171  | MACROECONOMICS                      | 3    |
| ___ HIS 113  | 20TH CENTURY WORLD                  | 3    |
| ___ HUM 230  | WORLD RELIGIONS                     | 3    |
| ___ CRJ 450  | RESEARCH IN CRIMINAL JUSTICE        | 3    |
| ___ LAN FOREIGN LANGUAGE (4 courses – all must be in one language) |                                     | 12   |
| ___ IRPS ELECTIVE  |                                     | 3    |
| ___ IRPS ELECTIVE  |                                     | 3    |
| ___ IRPS ELECTIVE  |                                     | 3    |
| ___ IRPS ELECTIVE  |                                     | 3    |
| ___ IRPS ELECTIVE  |                                     | 3    |
| ___ IRPS ELECTIVE  |                                     | 3    |

| <b>FREE ELECTIVES</b>    | <b>15 CREDITS</b> |
|--------------------------|-------------------|
| ___ FREE ELECTIVE (300+) | 3                 |
| ___ FREE ELECTIVE (300+) | 3                 |
| ___ FREE ELECTIVE        | 3                 |
| ___ FREE ELECTIVE        | 3                 |
| ___ FREE ELECTIVE        | 3                 |

**TOTAL CREDITS 121**

### INTERNATIONAL RELATIONS MINOR REQUIREMENTS 15 CREDITS

Designed to compliment any degree program, the International Relations minor provides students with a strong foundation in world affairs, which in turn expands a student's career options upon graduation. Students must complete the following five courses to earn the International Relations minor:

|                   |   |      |
|-------------------|---|------|
| ___ IRPS 150      | INTRODUCTION TO INTERNATIONAL RELATIONS | 3    |
| ___ IRPS 310      | INTERNATIONAL LAW                       | 3 or |
| ___ IRPS 300      | INTERNATIONAL ORGANIZATION(S)           | 3    |
| ___ IRPS 350      | COMPARATIVE POLITICAL SYSTEMS           | 3 or |
| ___ IRPS 470      | UNITED STATES FOREIGN POLICY            | 3    |
| ___ HIS 113       | 20TH CENTURY WORLD                      | 3 or |
| ___ HUM 230       | WORLD RELIGIONS                         | 3    |
| ___ IRPS ELECTIVE |   | 3    |

### REGIONAL GEOPOLITICS MINOR

The minor in Regional Geopolitics is designed to further Lynn University's goal of preparing our students to be global leaders. Available to all students at Lynn University, the program will provide individuals with the opportunity to study the politics, culture, history and economics of specific geopolitical regions. Thus, students will be able to understand their primary course work in a broader context. In addition, as a student's career develops, the minor in Regional Geopolitics will prepare her/him to meet unexpected challenges posed by ever increasing globalization dynamics.

### MINOR REQUIREMENTS 15 CREDITS

|              |   |      |
|--------------|---|------|
| ___ IRPS 150 | INTRODUCTION TO INTERNATIONAL RELATIONS | 3 or |
| ___ IRPS 250 | CONTEMPORARY GEOPOLITICAL AFFAIRS       | 3    |

#### Four of the following five courses:

|              |                                     |   |
|--------------|-------------------------------------|---|
| ___ IRPS 315 | AFRICAN HISTORY AND POLITICS        | 3 |
| ___ IRPS 320 | LATIN AMERICAN HISTORY AND POLITICS | 3 |
| ___ IRPS 335 | MIDDLE EAST HISTORY AND POLITICS    | 3 |
| ___ IRPS 340 | EUROPEAN HISTORY AND POLITICS       | 3 |
| ___ IRPS 395 | ASIAN HISTORY AND POLITICS          | 3 |

## BACHELOR OF ARTS

### MAJOR: LIBERAL ARTS

The Liberal Arts major is designed to provide students with a broad background in a variety of disciplines that includes literature; the arts; history; philosophy; contemporary social issues and concerns; and historical, social, and political epochs. The major in Liberal Arts facilitates competency in critical thinking skills, analytical skills, communication skills of speaking, writing and aesthetic appreciation. Further, the Liberal Arts major fosters an appreciation for lifelong learning and prepares students to use criteria and rules from the specializations in communication arts, history and humanities to judge the quality and impact of information. The Liberal Arts major is appropriate for those students who intend to pursue a law degree, graduate studies or careers in a broad range of areas, including information-based agencies and human and cultural communication.

### MAJOR: LIBERAL ARTS - DEGREE REQUIREMENTS

| <b>CORE CURRICULUM REQUIREMENTS (see page 64)</b> | <b>37 CREDITS</b> |
|---|-------------------|
| <b>MAJOR REQUIREMENTS: LIBERAL ARTS</b>           | <b>48 CREDITS</b> |

|             |                                      |      |
|-------------|--------------------------------------|------|
| ___ COM 105 | FUNDAMENTALS OF COMMUNICATION        | 3    |
| ___ COM 381 | COMMUNICATION ANALYSIS AND CRITICISM | 3    |
| ___ COM 451 | INTERCULTURAL COMMUNICATION          | 3    |
| ___ ENG 330 | AMERICAN LITERATURE I or             | 3    |
| ___ ENG 331 | AMERICAN LITERATURE II               | 3 or |
| ___ ENG 340 | BRITISH LITERATURE I or              | 3    |

|                           |                                  |   |
|---------------------------|----------------------------------|---|
| ___ ENG 341               | BRITISH LITURATURE II            | 3 |
| ___ ENG 470               | WRITING FOR THE MAJOR THESIS     | 3 |
| ___ HIS 221               | AMERICAN HISTORY I or            | 3 |
| ___ HIS 222               | AMERICAN HISTORY II              | 3 |
| ___ HIS 360               | AMERICAN EXPERIENCE THROUGH FILM | 3 |
| ___ HIS 481               | SEMINAR IN HISTORICAL STUDIES    | 3 |
| ___ HUM 221               | INTRODUCTION TO PHILOSOPHY       | 3 |
| ___ HUM 230               | WORLD RELIGIONS                  | 3 |
| ___ HUM 201               | LOGIC                            | 3 |
| ___ HUM 399               | COMMUNITY AWARENESS              | 3 |
| ___ LAN LANGUAGE ELECTIVE |                                  | 3 |
| ___ LAN LANGUAGE ELECTIVE |                                  | 3 |
| ___ SOC 220               | FAMILY AND SOCIETY               | 3 |
| ___ SOC 330               | THE SOCIAL WELFARE SYSTEM or     | 3 |
| ___ SOC 335               | CONTEMPORARY SOCIAL PROBLEMS     | 3 |

#### LIBERAL ARTS MINORS

##### HISTORY/INTERNATIONAL RELATIONS MINOR

Designed to complement any degree program, the History/International Relations minor enhances the marketability of a student's major. With this minor, students will have the opportunity to pursue study in areas affecting the American and international communities. Available courses deal with a variety of issues, including social, economic and geo-political concerns. These study areas expand students' knowledge of the world and enrich their tools of critical thinking and analysis. To earn the History/International Relations minor, students must take 15 hours as follows:

|  |                   |
|--|-------------------|
| <b>HISTORY/INTERNATIONAL RELATIONS</b>     | <b>15 CREDITS</b> |
| ___ HIS/IRPS 200+ (NOT INCLUDING IRPS 250) | 3                 |
| ___ HIS/IRPS 300+                          | 12                |

##### HUMANITIES MINOR

Designed to complement any degree program, the Humanities minor enhances the marketability of a student's major. A minor in Humanities is an excellent choice for those who major in more specialized subjects. A broad combination of courses in art, music, philosophy and world religions provides students with a perspective for understanding the diversity in the complex world in which they live. It also prepares them for any profession where sensitivity to other cultures and values are a major concern. Those who are planning a career in the arts may wish to take all 15 hours required for a major in Art History. A suggested program for a broader Humanities minor includes:

|                   |   |   |
|-------------------|---|---|
| <b>HUMANITIES</b> | <b>15 CREDITS</b>                                 |   |
| ___ HUM 221       | INTRODUCTION TO PHILOSOPHY                        | 3 |
| ___ HUM 230       | WORLD RELIGIONS                                   | 3 |
| ___ HUM 315       | MODERN ART HISTORY:<br>POST-IMPRESSIONISM TO 1945 | 3 |
| ___ MUH 361       | MUSIC HISTORY III: TWENTIETH CENTURY MUSIC        | 3 |
| ___ HUM 411       | ART HISTORY: 1945 TO THE PRESENT                  | 3 |

##### PHILOSOPHY MINOR

Designed to complement any degree program, the Philosophy minor enhances the marketability of a student's major. Grounded in fundamental analytical, critical, and interpretive abilities essential to countless professions, from corporate management and computer systems analysis to investment banking and public policy research, as well as graduate study, a minor in philosophy is clear evidence of a disciplined and rigorous mind. Yet students also choose to minor in philosophy for personal enrichment. The study of philosophy fosters intellectual abilities important for life as a whole, including a capacity for self-expression and examination, for debate and the exchange of ideas, and for approaching problems for which there are no easy answers.

|                   |                   |
|-------------------|-------------------|
| <b>PHILOSOPHY</b> | <b>15 CREDITS</b> |
| ___ HUM 200+      | 6                 |
| ___ HUM 300+      | 9                 |

## BACHELOR OF SCIENCE

### MAJOR: BIOLOGY

The Bachelor of Science in Biology is designed for students whose career goals generally involve professional education beyond the bachelor's degree. These careers include but are not limited to allopathic, osteopathic, dental, veterinary, and podiatric medicine; pharmacy, physical therapy, occupational therapy, optometry, chiropractor, physician's assistant, and environmental science/health, and positions in research, education, and industry.

#### MAJOR: BIOLOGY - DEGREE REQUIREMENTS

|   |                   |
|---|-------------------|
| <b>CORE CURRICULUM REQUIREMENTS (see page 64)</b> | <b>37 CREDITS</b> |
| <b>MAJOR REQUIREMENTS: BIOLOGY</b>                | <b>59 CREDITS</b> |

|             |   |   |
|-------------|---|---|
| ___ SCI 110 | THE BIOLOGICAL WORLD AND LAB            | 4 |
| ___ SCI 111 | BIOLOGICAL PATTERN AND PROCESS AND LAB  | 4 |
| ___ SCI 130 | GENERAL CHEMISTRY I AND LAB             | 4 |
| ___ SCI 131 | GENERAL CHEMISTRY II AND LAB            | 4 |
| ___ SCI 260 | HUMAN ANATOMY AND PHYSIOLOGY I AND LAB  | 4 |
| ___ SCI 261 | HUMAN ANATOMY AND PHYSIOLOGY II AND LAB | 4 |
| ___ SCI 360 | ECOLOGY AND LAB                         | 4 |
| ___ SCI 325 | MICROBIOLOGY AND LAB                    | 4 |
| ___ SCI 450 | GENETICS AND LAB                        | 4 |
| ___ SCI 490 | BIOLOGY SENIOR SEMINAR                  | 3 |
| ___ MAT 320 | METHODS OF CALCULUS                     | 4 |
| ___ SCI 350 | PHYSICS I AND LAB                       | 4 |
| ___ SCI 351 | PHYSICS II AND LAB                      | 4 |
| ___ SCI 390 | ORGANIC CHEMISTRY I AND LAB             | 4 |
| ___ SCI 391 | ORGANIC CHEMISTRY II AND LAB            | 4 |

|                          |                      |
|--------------------------|----------------------|
| <b>FREE ELECTIVES</b>    | <b>22-23 CREDITS</b> |
| ___ FREE ELECTIVE (300+) | 3                    |
| ___ FREE ELECTIVE (300+) | 4                    |
| ___ FREE ELECTIVE (300+) | 3                    |
| ___ FREE ELECTIVE        | 3-4 **               |
| ___ FREE ELECTIVE        | 3                    |
| ___ FREE ELECTIVE        | 3                    |
| ___ FREE ELECTIVE        | 3                    |

**TOTAL CREDITS 121-122**

\* 45 upper division credits (300+ level) are required for degree completion.

\*\* Transfer students may need an additional elective credit to satisfy the 122- credit requirement. This may be satisfied by transferring an additional elective, enrolling in a one-credit HUM 399 course, or taking a four-credit elective instead of a three-credit elective.

|   |                                |   |
|---|--------------------------------|---|
| <b>BIOLOGY MINOR IN EXERCISE AND HEALTH</b> | <b>17 CREDITS</b>              |   |
| ___ SCI 235                                 | ANATOMY OF HUMAN MOVEMENT      | 3 |
| ___ SCI 260                                 | ANATOMY AND PHYSIOLOGY I       | 4 |
| ___ SCI 301                                 | MEDICAL TERMINOLOGY I          | 3 |
| ___ SCI 330                                 | SELECTED TOPICS IN HEALTH CARE | 3 |
| ___ SCI 340                                 | PRINCIPLES OF EXERCISE         | 4 |

**TOTAL CREDITS 17**

## BACHELOR OF SCIENCE MAJOR: CRIMINAL JUSTICE

The Criminal Justice degree is an interdisciplinary degree that introduces students to the study of agencies, personnel, philosophies, procedures and methods that comprise the criminal justice system in the United States. The Criminal Justice program is designed to expose students to various aspects of existing law enforcement systems, judicial systems and correctional systems within an ethical and constitutional context. Students acquire depth and breadth of learning following the guidelines and goals of the Criminal Justice major.

The Criminal Justice program is designed to provide a curriculum that focuses on interpreting norms, mores, laws and rules that govern behavior in a civil society and that helps students develop a general understanding of a systems process within criminal justice. The program introduces students to diverse crime and causation theories, emphasizes critically examining and evaluating the ethical implications of various societal issues, and enhances effective written and oral communication skills as well as mathematical computations, information literacy, intellectual strategies and computer use.

The Criminal Justice program is consistent with the vision and mission of Lynn University in that its academic programs reflect the importance of global transformation, multicultural awareness and international exchange and include the breadth and depth that are a basis for competencies in all programs.

Through the Criminal Justice program, students become able to describe the agencies and processes involved in criminal justice administration; explain the Bill of Rights and the impact on criminal justice system defendants; describe the nature, extent, etiology and control of law-breaking behavior, and compare and contrast the law enforcement systems of countries throughout the world.

Criminal Justice students learn to describe the structure and process of the American judicial system from a local, state and federal perspective; explain how gender affects women as offenders, victims and professionals in the criminal justice system; and analyze diverse ethical issues encountered in the criminal justice profession. These issues include discretion, affirmative action, use of deadly force, misconduct, civil disobedience, undercover operations and privacy. The program also helps students develop independent research study in the criminal justice field.

Graduates of the Criminal Justice program are able to apply ethical values in a diverse, complex and interconnected society and leave Lynn University with the knowledge, confidence, competencies and ethical consciousness to assume positions of responsibility and leadership.

### MAJOR: CRIMINAL JUSTICE - DEGREE REQUIREMENTS

| <b>CORE CURRICULUM REQUIREMENTS (see page 64)</b> |   | <b>37 CREDITS</b> |
|---|---|-------------------|
| <b>MAJOR REQUIREMENTS: CRIMINAL JUSTICE</b>       |   | <b>54 CREDITS</b> |
| ___ PSY 150                                       | INTRODUCTION TO PSYCHOLOGY or           | 3                 |
| ___ SOC 110                                       | INTRODUCTION TO SOCIOLOGY               |                   |
| ___ SOC 220                                       | FAMILY AND SOCIETY                      | 3                 |
| ___ SOC 335                                       | CONTEMPORARY SOCIAL PROBLEMS            | 3                 |
| ___ PSY 261                                       | CURRENT PERSPECTIVES IN SUBSTANCE ABUSE | 3                 |
| ___ PSY 370                                       | ABNORMAL PSYCHOLOGY                     | 3                 |
| ___ CRJ 101                                       | INTRODUCTION TO CRIMINAL JUSTICE        | 3                 |
| ___ CRJ 201                                       | CRIME AND DELINQUENCY                   | 3                 |
| ___ CRJ 203                                       | CRIMINAL LAW AND PROCEDURE              | 3                 |
| ___ CRJ 302                                       | ISSUES IN CORRECTIONS                   | 3                 |
| ___ CRJ 320                                       | CRIMINOLOGY                             | 3                 |
| ___ CRJ 321                                       | COMPARATIVE POLICE SYSTEMS              | 3                 |
| ___ CRJ 330                                       | THE AMERICAN JUDICIARY                  | 3                 |
| ___ CRJ 400                                       | GENDER, CRIME, AND CRIMINAL JUSTICE     | 3                 |
| ___ CRJ 420                                       | ETHICS IN CRIMINAL JUSTICE              | 3                 |
| ___ CRJ 450                                       | RESEARCH IN CRIMINAL JUSTICE            | 3                 |

|                      |                           |   |
|----------------------|---------------------------|---|
| ___ CRJ 300+         | CRIMINAL JUSTICE ELECTIVE | 3 |
| ___ CRJ 300+         | CRIMINAL JUSTICE ELECTIVE | 3 |
| ___ CRJ/PSY/SOC 300+ | ELECTIVE                  | 3 |

\* Please note that students must take both PSY 150 and SOC 110.

| <b>FREE ELECTIVES</b>  | <b>27 CREDITS</b> |
|------------------------|-------------------|
| ___ FREE ELECTIVE 300+ | 3                 |
| ___ FREE ELECTIVE 300+ | 3                 |
| ___ FREE ELECTIVE      | 3                 |
| ___ FREE ELECTIVE      | 3                 |
| ___ FREE ELECTIVE      | 3                 |
| ___ FREE ELECTIVE      | 3                 |
| ___ FREE ELECTIVE      | 3                 |
| ___ FREE ELECTIVE      | 3                 |
| ___ FREE ELECTIVE      | 3                 |
| ___ FREE ELECTIVE      | 3                 |

**TOTAL 121 CREDITS**

All graduating seniors will be required to take the Educational Testing Service Major Field Test for Criminal Justice before their degree is conferred.

| <b>CRIMINAL JUSTICE MINOR</b> |                                  | <b>15 CREDITS</b> |
|-------------------------------|----------------------------------|-------------------|
| ___ CRJ 101                   | INTRODUCTION TO CRIMINAL JUSTICE | 3                 |
| ___ CRJ 203                   | CRIMINAL LAW AND PROCEDURE       | 3                 |
| ___ CRJ 320                   | CRIMINOLOGY                      | 3                 |
| ___ CRJ 300+                  | ELECTIVE                         | 3                 |
| ___ CRJ 300+                  | ELECTIVE                         | 3                 |

## BACHELOR OF SCIENCE MAJOR: PSYCHOLOGY

The Bachelor of Science degree in Psychology is designed to expose students to the biopsychological, developmental, cognitive and sociocultural domains of psychology, as well as research methodology. The student also comes to understand the relevance of psychology in contemporary society. This major prepares a student for employment in human services or for graduate school in counseling or psychology.

### MAJOR: PSYCHOLOGY - DEGREE REQUIREMENTS

| <b>CORE CURRICULUM REQUIREMENTS (see page 64)</b> |  | <b>37 CREDITS</b> |
|---|--|-------------------|
| <b>MAJOR REQUIREMENTS: PSYCHOLOGY</b>             |  | <b>51 CREDITS</b> |
| ___ PSY 150                                       | INTRODUCTION TO PSYCHOLOGY                     | 3*                |
| ___ PSY 200                                       | ORIENTATION TO THE STUDY OF PSYCHOLOGY         | 3                 |
| ___ PSY 225                                       | HUMAN SEXUALITY                                | 3                 |
| ___ PSY 250                                       | DEVELOPMENTAL PSYCHOLOGY                       | 3                 |
| ___ PSY 260                                       | PERSONALITY THEORY                             | 3                 |
| ___ PSY 280                                       | MIND-BODY MEDICINE                             | 3                 |
| ___ PSY 300                                       | EXPRESSIVE STUDIES: MUSIC, ART AND MOVEMENT or | 3                 |
| ___ PSY 305                                       | EXPRESSIVE STUDIES: DRAMA AS EXPRESSION or     | 3                 |
| ___ PSY 310                                       | EXPRESSIVE STUDIES: POETRY AND NARRATIVE       |                   |
| ___ PSY 315                                       | PSYCHOLOGICAL TESTS AND MEASUREMENTS           | 3                 |
| ___ PSY 349                                       | INTRODUCTION TO APPLIED COUNSELING             | 3                 |
| ___ PSY 355                                       | PRINCIPLES OF LEARNING                         | 3                 |
| ___ PSY 360                                       | SOCIAL PSYCHOLOGY                              | 3                 |
| ___ PSY 370                                       | ABNORMAL PSYCHOLOGY                            | 3                 |
| ___ PSY 400                                       | PROCESS: PERSONAL GROWTH PSYCHOLOGY            | 3                 |
| ___ PSY 420                                       | PHYSIOLOGICAL PSYCHOLOGY                       | 3                 |
| ___ PSY 440                                       | RESEARCH AND STATISTICS IN PSYCHOLOGY          | 3                 |
| ___ PSY 460                                       | EXPERIMENTAL PSYCHOLOGY                        | 3                 |
| ___ PSY 490                                       | SEMINAR IN PSYCHOLOGY                          | 3                 |

**ELECTIVES**

|                                 |   |
|---------------------------------|---|
| ___ FREE ELECTIVE (300 +)       | 3 |
| ___ FREE ELECTIVE (300 +)       | 3 |
| ___ FREE ELECTIVE (300 +)       | 3 |
| ___ FREE ELECTIVE               | 3 |
| ___ FREE ELECTIVE               | 3 |
| ___ FREE ELECTIVE               | 3 |
| ___ FREE ELECTIVE               | 3 |
| ___ FREE ELECTIVE               | 3 |
| ___ FREE ELECTIVE               | 3 |
| ___ FREE ELECTIVE               | 3 |
| ___ FREE ELECTIVE OR INTERNSHIP | 3 |

**30 CREDITS****TOTAL CREDITS 121**

\* Courses taken in core may not apply toward major requirements.

**PSYCHOLOGY MINOR**

Designed to complement any degree program, the Psychology minor enhances the value of a degree while providing students with specialized knowledge in the field of psychological and behavioral studies. Specifically, students are provided the opportunity to focus studies on a broad range of psychology courses. Orientation to the Study of Psychology and Developmental Psychology are foundational courses for the minor. Students may choose two courses from studies in the areas of Facilitator Training, Social Psychology, Industrial and Organizational Psychology, or Abnormal Psychology. Students enhance their knowledge of psychology by examining various in-depth topics in a capstone Seminar in Psychology course. To earn the Psychology minor, students must take 15 credits in the following manner:

|  |   |
|--|---|
| ___ PSY 200+   | 3 |
| ___ PSY 200 ORIENTATION TO THE STUDY OF PSYCHOLOGY   | 3 |
| ___ PSY ELECTIVE (CHOOSE THREE FROM THE FOLLOWING)   | 9 |
| ___ PSY 354 INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY | 3 |
| ___ PSY 355 PRINCIPLES OF LEARNING                   | 3 |
| ___ PSY 360 SOCIAL PSYCHOLOGY                        | 3 |
| ___ PSY 370 ABNORMAL PSYCHOLOGY                      | 3 |
| ___ PSY 440 RESEARCH AND STATISTICS IN PSYCHOLOGY    | 3 |
| ___ PSY 490 SEMINAR IN PSYCHOLOGY                    | 3 |

**UNDERGRADUATE CERTIFICATE PROGRAM****CERTIFICATE IN EMERGENCY AND DISASTER MANAGEMENT**

The Undergraduate Certificate in Emergency and Disaster Management consists of a series of upper division online courses in emergency and disaster management. Students complete three core courses, and then select course work in one of two concentrations, for a total of 15 credits. An internship course, providing a practical component with a suitable organization, is also offered as an option. Applicable to both the public and private sectors, the courses that comprise the undergraduate certificate program provide a foundation for the rapidly growing field of emergency management. Various emergency management theories, concepts and contemporary practices will be examined, thereby providing an understanding of crises within an intergovernmental framework. Students who complete the undergraduate certificate program are also eligible to receive a minor in Emergency and Disaster Management.

**EDM CERTIFICATE REQUIREMENTS****15 CREDITS****CORE**

|              |   |   |
|--------------|---|---|
| ___ EDM 300I | Theory and Principles of Hazards, Disasters and U.S. Emergency Management | 3 |
| ___ EDM 310I | Principles and Practice of Hazard Identification and Mitigation           | 3 |
| ___ EDM 320I | A Social Vulnerability Approach to Emergency Management                   | 3 |

\* Students must then select either the Homeland Security Concentration or the Business and Industry Crisis Management Concentration:

**Homeland Security Concentration**

|              |   |   |
|--------------|---|---|
| ___ EDM 410I | Terrorism and Homeland Security             | 3 |
| ___ EDM 420I | Disaster Response Operations and Management | 3 |

**Business and Industry Crisis Management Concentration**

|              |  |   |
|--------------|--|---|
| ___ EDM 450I | Crisis Management and Business Continuity Planning   | 3 |
| ___ EDM 460I | Emergency Management Principles and Applications for Tourism, Hospitality, and Travel Management | 3 |

**EMERGENCY AND DISASTER MANAGEMENT MINOR****15 CREDITS**

Select any five of the following courses within the Emergency and Disaster Management program:

|              |   |   |
|--------------|---|---|
| ___ EDM 300I | Theory and Principles of Hazards, Disasters, and U.S. Emergency Management      | 3 |
| ___ EDM 310I | Principles and Practice of Hazard Identification and Mitigation                 | 3 |
| ___ EDM 320I | A Social Vulnerability Approach to Emergency Management                         | 3 |
| ___ EDM 410I | Terrorism and Homeland Security   | 3 |
| ___ EDM 420I | Disaster Response Operations and Management                                     | 3 |
| ___ EDM 450I | Crisis Management and Business Continuity Planning                              | 3 |
| ___ EDM 460I | Emergency Management Principles for Tourism, Hospitality, and Travel Management | 3 |
| ___ EDM 470Q | Internship in Emergency and Disaster Management                                 | 3 |

Note: Students who complete the Minor in Emergency and Disaster Management may also qualify for the Undergraduate Certificate in Emergency and Disaster Management, provided that they meet both the core and concentration requirements listed under the EDM Certificate Requirements above.



# GRADUATE PROGRAM

## M.S. Degree Completion Requirements

1. Complete the degree in four calendar years from the date of a student's initial registration or may be held to any new degree requirements.
2. Maintain a cumulative 3.0 GPA and achieve a C (2.0) grade or higher in each course.
3. The third requirement varies according to M.S. specialization, as follows:
  - a. Criminal Justice Administration: Complete 36 graduate credits, including 15 credits of foundation courses for the administration major, 18 credits of specialization courses and a three-credit graduate project or 21 credits of specialization courses.
  - b. Criminal Justice Administration/Technical Intelligence Operations: Complete 36 graduate credits, including 18 credits of foundation courses for the administration major and 18 credits of specialization courses.
  - c. Emergency Planning and Administration: Complete 36 graduate credits, including 15 credits of foundation courses for the administration major, 18 credits of specialization courses and a three-credit graduate project or 21 credits of specialization courses.

## MASTER OF SCIENCE (M.S.) WITH A MAJOR IN ADMINISTRATION

The M.S. with a major in Administration is designed to develop leaders and managers who serve in the private or public sector and understand the impact of global transformations that affect our daily lives. Dedicated to professional leadership development, the program is designed to empower graduate students to cultivate their unique potential and talents as well as to promote mastery of the knowledge, skills and aptitudes necessary for effective leadership. Lynn University believes that this balance enables graduates to make a difference by creating new opportunities and providing workable solutions to current and future 21st century dilemmas.

### Curriculum

The M.S. with a major in Administration has a unifying curriculum foundation shared among the specializations. Included in this foundation are a total of five courses or 15 credit hours as follows:

| OVERVIEW OF THE M.S. IN ADMINISTRATION FOUNDATION |   | 15 Credits |
|---|---|------------|
| ___ MS 500  | MANAGEMENT AND ADMINISTRATION                       | 3          |
| ___ MS 505  | APPLIED RESEARCH METHODS                            | 3          |
| ___ MS 510  | ADMINISTRATIVE AND REGULATORY LAW                   | 3          |
| ___ MS 530  | PUBLIC INSTITUTIONS, PUBLIC POLICY<br>AND DEMOCRACY | 3          |
| ___ MS 560  | FINANCIAL MANAGEMENT                                | 3          |

Foundation requirements for the M.S. in Administration are designed to assure that students have the requisite theoretical and applied knowledge to pursue their individual interests in their specializations. Building on the breadth and depth of the foundation, specialization courses enable students to continue to expand and deepen their mastery through practical applications, simulations, case studies, applied research in areas of individual interest through the graduate projects, and in some specializations, internships.

The M.S. in Administration foundation and specialization courses complement each other and address increasingly complex contemporary and future societal challenges and opportunities faced by 21st century managers-administrators. Through the development of critical thinking skills and a commitment to lifelong learning, graduates are able to understand changing trends and focus on institutional and human needs.

## Graduate Project/Publishable Paper

A graduate project provides graduate students with an opportunity and the means to demonstrate the acquisition, mastery and integration of the knowledge and skills required by their specialization. The project focuses on an area of student interest that meets the acceptable standards for graduate level research.

### Project Proposal Development

During MS 505 Applied Research Methods, the student identifies a specific research question or professional problem to be pursued for the graduate project, if this option is selected. This topic requires approval by both the course instructor and the student's advisor.

The student develops a plan (the methodology) for the way in which the question or problem is to be addressed, the type(s) of data needed and the form in which the final project is to be presented. At the conclusion of MS 505, the student will have a draft of the project proposal. The graduate project proposal is submitted to the student's advisor for review, recommendations and final approval. After approval and if warranted by the nature of the research and its use of human subjects, the student submits the proposal to the Institutional Review Board to review the proposal for final approval before the research can commence.

Once approved, the student must follow the project plan. The advisor must approve any changes or deviations from the plan. A copy of the proposal is placed in the student's permanent record in the Office of Student Administrative Services.

### The Graduate Project Components

A completed project must have the following sections:

- an Abstract, summarizing the research and its results.
- an Introduction, consisting of the problem or question to be addressed in the project, its professional importance and relevance.
- a Literature Review, including the latest theories, research and contemporary thinking about the problem or question in terms of its cause(s), effect(s) and methods of investigation.
- the Methodology section, involving a description of the research design including Subjects, Instruments and Procedures sections. The Subjects section includes how the subjects were selected and a detailed description of the subject sample with means and standard deviations of numerical parameters. The Instruments section identifies each variable in the study, how it is to be measured and a detailed description of the instruments to be used and/or references. The validity and reliability of the instruments also must be addressed. The Procedures section includes a detailed description of how the research was conducted and how the data was collected. Protection of human subjects must also be addressed if the Institutional Review Board has approved the proposal.
- the Results section, reporting the analysis of the data from the study. This may include descriptive statistics, such as means and standard deviations, as well as the statistical analysis used to test the hypotheses and its statistical significance. Tables and graphs are used to present the findings.
- a list of References, concluding the graduate project and preceding the Appendixes, which should include the approval letter of the Institutional Review Board (see the Project Proposal Development section). The final project also may include such additional products as a videotape or computer program. However, complementing this type of project will be a written Abstract summarizing the six elements listed above.

### Oral Defense of the Graduate Project

As a completion requirement for the M.S. in Administration, students make an oral presentation of their graduate project findings to a panel of graduate faculty. The purpose of the presentations is to demonstrate the student's ability to draw from the major requirements and specialization courses and integrate research findings with professional practice. The expected outcome is that students will be able to synthesize theory with practice and contribute to the knowledge base of the specialized field in administration.

Graduate projects require a second reader. Students are responsible for finding a professor or expert in the field outside the university to read their projects.

### Completion of the Graduate Project

The advisor approves the final rendition of the graduate project. The student is responsible for providing the university with two approved bound copies of the graduate project, one for the university library and the other for the M.S. in Administration specialization. Projects must be completed within one year of the date of the accepted proposal.

### Grading of the Graduate Project

The project is graded on the basis of a pass or fail. A pass is equivalent to a B or better, a fail to less than a B. In the event that a completed graduate project does not meet university standards and receives a grade of fail, the student will meet with the advisor to review the problems that must be addressed and will resubmit the revised project within 90 days of the meeting.

### Specialization Options

Within this context, students cultivate their particular areas of professional interest while developing the talents, abilities and competencies essential for skilled, effective practitioner-leaders. Specializations are available in the following:

- a. Criminal Justice Administration (CJA)
- b. Emergency Planning and Administration (EPA)

The M.S. degree in Administration requires the completion of 36 credits.

## M.S. IN ADMINISTRATION SPECIALIZATIONS

### a. M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN CRIMINAL JUSTICE ADMINISTRATION

The Master of Science in Administration with a specialization in Criminal Justice Administration prepares individuals for leadership roles in a variety of fields within the profession of criminal justice. Despite the broad spectrum of careers within the profession, success and leadership is predicated on an individual's verbal and written mastery of the concepts, principles and functions involved in the management of criminal justice organizations. This specialization focuses on preparing the student to effectively integrate proven business methods with a genuine respect for dynamic and innovative approaches to issues facing the criminal justice executive in the 21st century.

Lynn University's South Florida location typifies the experiences of modern criminal justice agencies in diverse, densely populated urban centers. Using this laboratory for learning, expert faculty challenge graduate students to examine a broad spectrum of issues confronting the modern criminal justice administrator. By applying sound business and administration principles and practices, students debate and evaluate alternate solutions.

The required culminating graduate project enables our graduate students to demonstrate mastery of these complexities in a specific area of scholarly interest.

Undergraduate prerequisites for CJA Students are CMS 200 Introduction to Computers and MAT 221 Probability and Statistics.

### M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN CJA CURRICULUM OVERVIEW

| I. M.S. IN ADMINISTRATION FOUNDATION COURSES |  | 15 CREDITS |
|--|--|------------|
| MS 500                                       | MANAGEMENT AND ADMINISTRATION                    | 3          |
| MS 505                                       | APPLIED RESEARCH METHODS                         | 3          |
| MS 510                                       | ADMINISTRATIVE AND REGULATORY LAW                | 3          |
| MS 530                                       | PUBLIC INSTITUTIONS, PUBLIC POLICY AND DEMOCRACY | 3          |
| MS 560                                       | FINANCIAL MANAGEMENT                             | 3          |

## II. SPECIALIZATION COURSES 21 CREDITS

|         |  |   |
|---------|--|---|
| CJA 540 | TERRORISM: ITS EFFECT ON CRIMINAL JUSTICE AND EMERGENCY PLANNING | 3 |
| CJA 608 | ETHICS IN THE ADMINISTRATION OF CRIMINAL JUSTICE                 | 3 |
| CJA 636 | CIVIL RIGHTS AND CIVIL LIBERTIES                                 | 3 |
| CJA 656 | CONFLICT RESOLUTION IN CRIMINAL JUSTICE                          | 3 |
| CJA 657 | CRIMINAL JUSTICE AND THE COMMUNITY                               | 3 |
| CJA 659 | GLOBAL PERSPECTIVES IN CRIMINAL JUSTICE                          | 3 |
| CJA 661 | YOUTH AND DELINQUENCY CONTROL                                    | 3 |

## III. GRADUATE PROJECT (OPTIONAL) 3 CREDITS

|         |   |   |
|---------|---|---|
| CJA 665 | GRADUATE PROJECT IN CRIMINAL JUSTICE ADMINISTRATION | 3 |
|---------|---|---|

### b. THE M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN EMERGENCY PLANNING AND ADMINISTRATION

The field of emergency management has undergone a tremendous transformation since the tragic events of September 11, 2001. Complex changes in technology, demographics, and public policy have significantly influenced the management of emergencies and disasters. Moreover, the number and severity of recent disaster events clearly demonstrate the need for enhancing overall emergency preparedness and response capabilities in both the public and private sectors.

These complex challenges and demands suggest the need for insightful examination of relevant issues in Emergency Planning and Administration. More than ever, public agencies and private organizations require knowledgeable and skilled administrators who can effectively deal with the growing challenges of emergencies and disasters. The specialization in Emergency Planning and Administration is designed to provide tomorrow's leaders with the knowledge and skills necessary to meet these complex demands. Various emergency management related theories, concepts, and contemporary practices will be examined thereby providing an understanding of crises within an intergovernmental framework.

The optional culminating graduate project enables our graduate students to demonstrate mastery of these complexities in a specific area of scholarly interest.

Undergraduate prerequisites for EPA students are CMS 200 Introduction to Computers and MAT 221 Probability and Statistics.

### M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN EPA CURRICULUM OVERVIEW

#### I. M.S. IN ADMINISTRATION FOUNDATION COURSES 15 CREDITS

|        |  |   |
|--------|--|---|
| MS 500 | MANAGEMENT AND ADMINISTRATION                    | 3 |
| MS 505 | APPLIED RESEARCH METHODS                         | 3 |
| MS 510 | ADMINISTRATIVE AND REGULATORY LAW                | 3 |
| MS 530 | PUBLIC INSTITUTIONS, PUBLIC POLICY AND DEMOCRACY | 3 |
| MS 560 | FINANCIAL MANAGEMENT                             | 3 |

#### II. SPECIALIZATION COURSES 18-21 CREDITS

|         |   |   |
|---------|---|---|
| EPA 540 | TERRORISM: ITS EFFECT ON CRIMINAL JUSTICE AND EMERGENCY PLANNING (OPTIONAL) | 3 |
| EPA 630 | TECHNOLOGY IN EMERGENCY PLANNING AND ADMINISTRATION                         | 3 |
| EPA 640 | PLANNING PROCESSES FOR EMERGENCY ADMINISTRATION                             | 3 |
| EPA 651 | THE SOCIAL DIMENSIONS OF DISASTER   | 3 |
| EPA 652 | POLITICAL AND PUBLIC POLICY BASIS OF EMERGENCY PLANNING AND ADMINISTRATION  | 3 |
| EPA 654 | LIVING IN A HAZARDOUS ENVIRONMENT   | 3 |
| EPA 655 | VULNERABILITY ANALYSIS AND HAZARD MITIGATION                                | 3 |

|         |  |   |
|---------|--|---|
| EPA 620 | INTERNSHIP IN EMERGENCY PLANNING AND ADMINISTRATION (OPTIONAL) | 3 |
|---------|--|---|

**III. GRADUATE PROJECT (OPTIONAL) 3 CREDITS**

|         |   |   |
|---------|---|---|
| EPA 665 | GRADUATE PROJECT IN EMERGENCY PLANNING AND ADMINISTRATION | 3 |
|---------|---|---|

NOTE: With respect to EPA specialization courses, students must complete EPA 630, EPA 640, EPA 651, EPA 652, EPA 654, and EPA 655. If students select not to complete the optional Graduate Project (EPA 665), then they must complete the optional EPA 540 course instead. EPA 610 (Internship) is an additional optional course that provides students with the opportunity to integrate theory with practice as they work alongside competent professionals in the field.

**IV. STUDENTS WHO COMPLETE THE SIX EPA SPECIALIZATION COURSES, LISTED UNDER SECTION II ABOVE, ARE ALSO ELIGIBLE TO RECEIVE A GRADUATE CERTIFICATE IN EMERGENCY PLANNING AND ADMINISTRATION. PLEASE REFER BELOW FOR ADDITIONAL INFORMATION.**

**GRADUATE CERTIFICATE PROGRAMS  
CERTIFICATE IN EMERGENCY PLANNING AND ADMINISTRATION**

The Graduate Certificate in Emergency Planning and Administration consists of 18 credits of course work in Emergency and Disaster Management. The six specialization courses that comprise the graduate certificate program provide a comprehensive examination of Emergency Management theories, concepts and contemporary practices. Students who complete the graduate certificate course work may be eligible to apply credit hours earned toward Lynn University's Master of Science in Emergency Planning and Administration.

**EPA CERTIFICATE REQUIREMENTS CREDITS**

|         |  |   |
|---------|--|---|
| EPA 630 | TECHNOLOGY IN EMERGENCY PLANNING AND ADMINISTRATION                        | 3 |
| EPA 640 | PLANNING PROCESSES FOR EMERGENCY ADMINISTRATION                            | 3 |
| EPA 651 | THE SOCIAL DIMENSIONS OF DISASTER  | 3 |
| EPA 652 | POLITICAL AND PUBLIC POLICY BASIS OF EMERGENCY PLANNING AND ADMINISTRATION | 3 |
| EPA 654 | LIVING IN A HAZARDOUS ENVIRONMENT  | 3 |
| EPA 655 | VULNERABILITY ANALYSIS AND HAZARD MITIGATION                               | 3 |

**MASTER OF SCIENCE (M.S.) IN APPLIED PSYCHOLOGY**

Lynn University offers students an environment focused on the enhancement of educational goals and practical application of knowledge in preparation for lifelong learning. In keeping with the university's mission, the master's degree in Applied Psychology provides students with the training and necessary course work to pursue professional and educational goals in the fields of psychology and counseling. The primary objective of this program is to inform students' thinking on the principles and techniques of psychological research and counseling in the hopes of preparing them for careers within the field of psychology.

This program offers a general track and a clinical track toward completion of the master's degree. Students interested in the general graduate program can enroll in the M.S. in Applied Psychology and through intensive research, thesis, and fieldwork experience become specialists in their desired non-clinical field.

Students interested in the clinical graduate program can enroll in the M.S. in Applied Psychology and satisfy all the requirements for licensure as a mental health counselor in the state of Florida during a graduate program. The required course work in intensive research, thesis, and clinical fieldwork will allow these students to become skilled as mental health counselors as well as become specialists in their particular area of research.

**CURRICULUM  
M.S. IN APPLIED PSYCHOLOGY COURSES - GENERAL 36 CREDITS**

**YEAR 1 – FALL**

|         |   |   |
|---------|---|---|
| PSY 500 | PERSONALITY THEORIES                          | 3 |
| PSY 520 | PSYCHOPATHOLOGY                               | 3 |
| PSY 540 | RESEARCH AND STATISTICS IN APPLIED PSYCHOLOGY | 3 |

**YEAR 1 – SPRING**

|         |                          |   |
|---------|--------------------------|---|
| PSY 560 | DEVELOPMENTAL PSYCHOLOGY | 3 |
| PSY 580 | PSYCHOBIOLOGY            | 3 |
| PSY 600 | THESIS CLASS             | 3 |

**YEAR 2 – FALL**

|         |   |   |
|---------|---|---|
| PSY 620 | TESTING AND ASSESSMENT IN PSYCHOLOGY          | 3 |
| PSY 640 | SOCIAL AND CULTURAL FOUNDATIONS IN PSYCHOLOGY | 3 |
| PSY 660 | PSYCHOLOGICAL CONSULTATION                    | 3 |

**YEAR 2 – SPRING**

|         |  |   |
|---------|--|---|
| PSY 680 | TECHNIQUES AND INTERVENTIONS IN PSYCHOLOGY | 3 |
| PSY 690 | LEGAL AND ETHICAL ISSUES IN PSYCHOLOGY     | 3 |
| PSY 699 | PRACTICUM IN PSYCHOLOGY                    | 3 |

**M.S. IN APPLIED PSYCHOLOGY COURSES – CLINICAL 60 CREDITS**

**YEAR 1 – FALL**

|         |   |   |
|---------|---|---|
| PSY 500 | PERSONALITY THEORIES                          | 3 |
| PSY 520 | PSYCHOPATHOLOGY                               | 3 |
| PSY 540 | RESEARCH AND STATISTICS IN APPLIED PSYCHOLOGY | 3 |

**YEAR 1 – SPRING**

|         |   |   |
|---------|---|---|
| PSY 560 | DEVELOPMENTAL PSYCHOLOGY                                  | 3 |
| PSY 690 | LEGAL AND ETHICAL ISSUES IN PSYCHOLOGY                    | 3 |
| PSY/SCI | COURSE ON THE SCIENCE OF DISEASE AND PREVENTION BEHAVIORS | 3 |
| PSY 600 | THESIS CLASS  | 3 |

**YEAR 1 – SUMMER**

|         |                                  |   |
|---------|----------------------------------|---|
| PSY 610 | COUNSELING THEORIES AND PRACTICE | 3 |
| PSY 615 | GROUP THEORIES AND PRACTICE      | 3 |
| PSY 605 | PRACTICUM IN COUNSELING          | 3 |

**YEAR 2 – FALL**

|          |   |   |
|----------|---|---|
| PSY 620  | TESTING AND ASSESSMENT IN PSYCHOLOGY          | 3 |
| PSY 640  | SOCIAL AND CULTURAL FOUNDATIONS IN PSYCHOLOGY | 3 |
| PSY 681  | SEMINAR IN PSYCHOLOGY                         | 3 |
| PSY ____ | ELECTIVE                                      | 3 |

**YEAR 2 – SPRING**

|         |  |   |
|---------|--|---|
| PSY 660 | PSYCHOLOGICAL CONSULTATION IN COMMUNITY SETTINGS | 3 |
| PSY 685 | CAREER AND LIFESTYLE ASSESSMENT                  | 3 |
| PSY 699 | PRACTICUM IN PSYCHOLOGY                          | 3 |

**YEAR 2 – SUMMER**

|         |                          |   |
|---------|--------------------------|---|
| PSY 700 | INTERNSHIP IN COUNSELING | 3 |
| PSY 650 | HUMAN SEXUALITY          | 3 |
| PSY 670 | SUBSTANCE ABUSE          | 3 |

**Outcomes**

Through the implementation of a master's program in Applied Psychology, Lynn University will provide students with opportunities for enhanced learning experiences and additional prospects for career advancement. Students will become knowledgeable in the dynamics of the field of applied psychology and become expert in their area of concentration. Higher education possibilities as well as superior status in occupational endeavors are expected for graduates of this program. Students completing the clinical track will be eligible to sit for the Florida Licensure exam as a mental health counselor upon satisfaction of other licensing requirements.

**Master's Thesis**

Each student will conduct an independent research study. A research proposal must first be submitted and accepted by the student's master's thesis committee and then completed and formally presented to the master's thesis committee. This study will be supervised by the student's thesis advisor.



# COLLEGE OF BUSINESS AND MANAGEMENT

The College of Business and Management's mission is to provide an environment of collaborative learning among students, faculty and staff, and the greater community for the purpose of creating personal and professional success for all stakeholders.

The College of Business and Management and its associated Burton D. Morgan School of Aeronautics focus on offering quality career specializations at the undergraduate and graduate levels. The college supports the mission of the university through its long-range goal to be recognized for career preparation excellence by the diverse stakeholders, communities and clients we serve in terms of:

- providing quality instruction;
- maintaining continuous improvements in programs and curricula;
- providing timely career-based skills and knowledge for undergraduate and graduate students so that they will be viewed as desirable prospects for career growth opportunities by their current and/or future employers;
- supporting continuing education outreach programs (credit and non-credit) for the business community within the university's service area;
- providing students from around the world with a global awareness of domestic and international business.

The college's programs are not standardized, prescriptive formulas—they are customized career plans. The college offers a range of experiences that is both wide and substantive. Students of the College of Business and Management have the flexibility to design a course of study that matches their interests and career objectives.

The College of Business and Management is also responsible for the Corporate and Organizational Management specialization for the Ph.D. in Global Leadership. See the graduate section of the catalog for a detailed description of the M.B.A. and Ph.D.

The Bachelor of Science in Business Administration (B.S.) requires the completion of 120 credit hours. Thirty-seven of the 120 credit hours are to meet the general education requirements completed by all undergraduate students of the university. Fifty of the 120 credit hours are the requirements for the major in Business Administration. With the remaining 33 credit hours, the student has six options: 1) complete a specialization in business and a minor in another academic discipline; 2) complete two specializations in business; 3) complete two minors in other academic disciplines; 4) complete a specialization in business and complete credits in course work that is customized to personal preference; 5) complete a minor in another academic discipline and complete credits in course work that is customized to personal preference; and 6) complete all of the 33 credit hours in course work that is customized to personal preference.

The College of Business and Management offers specializations for the undergraduate degree in the following areas:

- Fashion Management
- General Management
- International Business
- Marketing
- Aviation Management

The College of Business and Management offers a Master of Business Administration (M.B.A.) program with specializations in:

- Aviation Management
- Financial Valuation and Investment Management
- Hospitality Management
- International Business
- Marketing
- Mass Communication and Media Management
- Sports and Athletics Administration

The College of Business and Management is also responsible for the Corporate and Organizational Management specialization for the Ph.D. in Global Leadership.

Students may be able to earn a B.S. and M.B.A. in four years from the time they enter the university. Students can determine a schedule of summer classes, along with those of the regular academic year that can lead to earning the two degrees in four years. Students who are interested in this four-year program of study should contact an academic advisor from the College of Business and Management.

## UNDERGRADUATE PROGRAM

### BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR: BUSINESS ADMINISTRATION

Each Business Administration major completes all degree requirements including core curriculum requirements, requirements for the Business Administration major, and requirements for a specialization in business and/or a minor in another academic discipline and/or course work customized to personal preference. Business Administration major requirements aim to provide breadth of knowledge in the discipline of business and its context, as well as learning activities that promote the integration of business knowledge. The specializations provide in-depth study in an area of business. A minor in another academic discipline and the course work customized to personal preference provide students with the opportunity to explore areas of learning outside of the business discipline for the purpose of complementing the knowledge acquired in the Business Administration major requirements. All candidates for the B.S. should work closely with their academic advisors to assure that their programs of study have met the established guidelines for the degrees.

#### MAJOR: BUSINESS ADMINISTRATION - DEGREE REQUIREMENTS

| <b>CORE CURRICULUM REQUIREMENTS</b>                |  | <b>37 CREDITS</b> |
|--|--|-------------------|
| <b>MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION</b> |  | <b>50 CREDITS</b> |
| ___ ACC 201  | ACCOUNTING FOR FINANCIAL REPORTING                     | 3                 |
| ___ ACC 202  | ACCOUNTING FOR DECISION MAKING                         | 3                 |
| ___ BUS 171  | MACROECONOMICS   | 3                 |
| ___ BUS 228  | COMMUNICATIONS AND PROFESSIONAL BUSINESS PRESENTATIONS | 3                 |
| ___ BUS 270  | MANAGING ORGANIZATIONS                                 | 3                 |
| ___ BUS 311  | FINANCIAL MANAGEMENT                                   | 3                 |
| ___ BUS 314  | PORTFOLIO OF PROFESSIONAL EXCELLENCE                   | 1                 |
| ___ BUS 322  | STATISTICS FOR BUSINESS AND ECONOMICS                  | 3                 |
| ___ BUS 372  | THE LEGAL ENVIRONMENT OF BUSINESS                      | 3                 |
| ___ BUS 435  | PROJECT MANAGEMENT                                     | 3                 |
| ___ BUS 446  | ENTREPRENEURSHIP, CREATIVITY, AND ETHICS               | 3                 |
| ___ BUS 460  | BUSINESS STRATEGY                                      | 3                 |
| ___ BUS 498  | BUSINESS INTERNSHIPS                                   | 3                 |
| ___ CMS 350  | SPREADSHEET DESIGN AND APPLICATION                     | 3                 |
| ___ HIS 332  | HISTORY OF AMERICAN CAPITALISM                         | 3                 |
| ___ HUM 399  | COMMUNITY AWARENESS                                    | 1                 |
| ___ INB 390  | GLOBAL BUSINESS ENTERPRISE                             | 3                 |
| ___ MKT 250  | PRINCIPLES OF MARKETING                                | 3                 |

#### SPECIALIZATIONS **15 CREDITS**

FASHION MANAGEMENT, GENERAL MANAGEMENT, INTERNATIONAL BUSINESS, MARKETING AND AVIATION MANAGEMENT

**ELECTIVES****18 CREDITS**

Elective courses may be customized to personal preference, including completing a specialization in business or completing a minor in another academic discipline; however, students must complete a minimum of 45 credits (of the 120 required) that are upper division (300 + level). Students should confer with their academic advisors to assure that all academic requirements are met.

**SPECIALIZATIONS IN BUSINESS****FASHION MANAGEMENT****15 CREDITS**

|             |                                |   |
|-------------|--------------------------------|---|
| ___ BUS 101 | APPAREL INDUSTRY               | 3 |
| ___ BUS 260 | FUNDAMENTALS OF APPAREL        | 3 |
| ___ BUS 301 | RETAIL BUYING                  | 3 |
| ___ BUS 316 | RETAILING MANAGEMENT           | 3 |
| ___ BUS 320 | TEXTILE KNOWLEDGE FOR MANAGERS | 3 |

**GENERAL MANAGEMENT****15 CREDITS**

|             |                                |   |
|-------------|--------------------------------|---|
| ___ BUS 255 | FUNDAMENTALS OF E-BUSINESS     | 3 |
| ___ BUS 310 | SMALL BUSINESS MANAGEMENT      | 3 |
| ___ BUS 350 | HUMAN RESOURCE MANAGEMENT      | 3 |
| ___ BUS 425 | OPERATIONS MANAGEMENT          | 3 |
| ___ CMS 315 | MANAGEMENT INFORMATION SYSTEMS | 3 |

**INTERNATIONAL BUSINESS****15 CREDITS**

|             |  |   |
|-------------|--|---|
| ___ INB 393 | INTERNATIONAL MONETARY RELATIONS                         | 3 |
| ___ INB 491 | MULTINATIONAL CORPORATION - EVOLUTION AND CURRENT ISSUES | 3 |
| ___ INB 492 | LEGAL ASPECTS OF INTERNATIONAL BUSINESS                  | 3 |
| ___ INB 496 | INTERNATIONAL STUDY ABROAD IN BUSINESS                   | 3 |
| ___ MKT 392 | GLOBAL MARKETING   | 3 |

**MARKETING****15 CREDITS**

|             |  |   |
|-------------|--|---|
| ___ MKT 305 | CONSUMER AND ORGANIZATIONAL BEHAVIOR               | 3 |
| ___ MKT 350 | INTEGRATED AND ELECTRONIC MARKETING COMMUNICATIONS | 3 |
| ___ MKT 392 | GLOBAL MARKETING                                   | 3 |
| ___ MKT 430 | MARKETING RESEARCH                                 | 3 |
| ___ MKT 444 | BUSINESS MARKETING MANAGEMENT                      | 3 |

**AVIATION MANAGEMENT****15 CREDITS**

|             |   |   |
|-------------|---|---|
| ___ AVM 102 | AVIATION HISTORY                          | 3 |
| ___ AVM 331 | AVIATION REGULATIONS AND LAW              | 3 |
| ___ AVM 346 | FIXED BASE OPERATIONS MANAGEMENT          | 3 |
| ___ AVM 441 | AIRLINE AND AIRPORT OPERATIONS MANAGEMENT | 3 |
| ___ AVM 481 | AVIATION SEMINAR                          | 3 |

**FLIGHT TRAINING ELECTIVES****16 CREDITS**

|             |   |   |
|-------------|---|---|
| ___ AVM 120 | PRIMARY FLIGHT THEORY AND TRAINING, SOLO        | 3 |
| ___ AVM 121 | PRIMARY FLIGHT THEORY AND TRAINING, PPL         | 3 |
| ___ AVM 220 | INSTRUMENT FLIGHT THEORY AND TRAINING, BASIC    | 3 |
| ___ AVM 221 | INSTRUMENT FLIGHT THEORY AND TRAINING, ADVANCED | 3 |
| ___ AVM 230 | COMMERCIAL FLIGHT THEORY                        | 3 |
| ___ AVM 231 | COMMERCIAL FLIGHT TRAINING                      | 1 |

**CERTIFIED FLIGHT INSTRUCTOR OPTION (4 HOURS) \***

|             |   |   |
|-------------|---|---|
| ___ AVM 310 | FLIGHT INSTRUCTION METHODS AND PROCEDURES | 4 |
|-------------|---|---|

**ADDITIONAL AVM ELECTIVES \*\***

|             |   |   |
|-------------|---|---|
| ___ AVM 226 | AVIATION WEATHER                          | 3 |
| ___ AVM 250 | AVIATION SAFETY AND HUMAN FACTORS         | 3 |
| ___ AVM 471 | AIRLINE EMERGENCY CABIN TRAINING          | 3 |
| ___ AVM 472 | B-727 PILOT FAMILIARIZATION COURSE        | 3 |
| ___ AVM 473 | B-727 PILOT SIMULATOR FAMILIARIZATION     | 3 |
| ___ AVM 474 | B-737 PILOT FAMILIARIZATION COURSE        | 3 |
| ___ AVM 475 | B-737 PILOT SIMULATOR FAMILIARIZATION     | 3 |
| ___ AVM 476 | B-747 PILOT FAMILIARIZATION COURSE        | 3 |
| ___ AVM 477 | AIRLINE TRANSPORT PILOT (ATP) CERTIFICATE | 3 |

\* If a student elects to obtain the Flight Instructor rating, AVM 310 substitutes for AVM 481, provided the student passes the FAA written and practical exams.

\*\* Simulator courses are taught in the same semester as the familiarization ground school as a lab and culminate with a check-ride to ensure basic handling objectives are met. These courses have a corresponding lab fee. Students may obtain a total of 6.0 hours of academic credit from ONE aircraft type training (i.e. 727 ground and simulator familiarization or 737 ground and simulator familiarization only). If the student takes AVM 477, he or she may not receive credit for any familiarization or simulator course. AVM 471, Airline Emergency Cabin Training, is separate from this, and may result in an additional three semester hours of credit.

**BUSINESS MINORS**

Students pursuing a degree in an academic discipline other than one offered by the College of Business and Management may elect to complete one of the following minors. Students should consult with their academic advisors to assure that the Business minor meets the requirements of their degree program.

**GENERAL MANAGEMENT MINOR**

|             |                                |   |
|-------------|--------------------------------|---|
| ___ BUS 270 | MANAGING ORGANIZATIONS         | 3 |
| ___ BUS 310 | SMALL BUSINESS MANAGEMENT      | 3 |
| ___ BUS 350 | HUMAN RESOURCE MANAGEMENT      | 3 |
| ___ BUS 425 | OPERATIONS MANAGEMENT          | 3 |
| ___ CMS 315 | MANAGEMENT INFORMATION SYSTEMS | 3 |

**INTERNATIONAL BUSINESS MINOR**

|             |   |   |
|-------------|---|---|
| ___ BUS 270 | MANAGING ORGANIZATIONS                                    | 3 |
| ___ INB 390 | GLOBAL BUSINESS ENTERPRISE                                | 3 |
| ___ INB 393 | INTERNATIONAL MONETARY RELATIONS                          | 3 |
| ___ INB 491 | MULTINATIONAL CORPORATIONS - EVOLUTION AND CURRENT ISSUES | 3 |
| ___ INB 496 | INTERNATIONAL STUDIES IN BUSINESS                         | 3 |

**MARKETING MINOR**

|             |  |   |
|-------------|--|---|
| ___ MKT 250 | PRINCIPLES OF MARKETING                            | 3 |
| ___ MKT 305 | CONSUMER AND ORGANIZATIONAL BEHAVIOR               | 3 |
| ___ MKT 350 | INTEGRATED AND ELECTRONIC MARKETING COMMUNICATIONS | 3 |
| ___ MKT 392 | GLOBAL MARKETING                                   | 3 |
| ___ MKT 444 | BUSINESS MARKETING MANAGEMENT                      | 3 |

**AVIATION MANAGEMENT MINOR**

|             |   |   |
|-------------|---|---|
| ___ BUS 270 | MANAGING ORGANIZATIONS                    | 3 |
| ___ AVM 331 | AVIATION REGULATIONS AND LAW              | 3 |
| ___ AVM 346 | FIXED-BASE OPERATIONS MANAGEMENT          | 3 |
| ___ AVM 441 | AIRLINE AND AIRPORT OPERATIONS MANAGEMENT | 3 |
| ___ AVM 481 | AVIATION SEMINAR                          | 3 |

## GRADUATE PROGRAM

### MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

The modern business enterprise is constantly transforming as it responds to technological innovations linking local communities with the global marketplace. The Lynn University M.B.A., delivered on ground and online, is an advanced degree designed to prepare and equip managers with the knowledge and competencies needed to administer controllable forces within their organizations in order to successfully adapt to variables and changes in an un-controllable environment. Practitioners develop skills for deciphering and forecasting external forces and in the process become effective leader managers in the increasingly multicultural, multi-national environment of the 21st century.

Located at the crossroads of world trade, Lynn University offers an unparalleled laboratory for learning. The university's expert faculty challenge graduate students, many with international backgrounds, to examine a broad spectrum of issues confronting modern business managers.

The 36-credit M.B.A. program comprises 12 three-credit courses, of which seven to nine are foundation courses (21 to 27 credits) for the Business Administration major, and three to five are specialization courses (nine to 15 credits). Specializations are available in Aviation Management, Mass Communication and Media Management, Hospitality Management, Financial Valuation and Investment Management, International Business, Marketing, and Sports and Athletics Administration. Students also may choose to participate in an optional internship.

The Lynn University M.B.A. Program is designed to prepare qualified students for middle and upper-level management leadership responsibilities in business, not-for-profit and governmental organizations. Using a general management focus and strategic approach, students demonstrate: (1) broad and integrated knowledge of business functions, (2) knowledge of ethical and legal considerations and the social responsiveness to resolve corporate and public issues, (3) analytical, problem-solving and critical thinking skills and use of technology related to business decision-making, (4) communication and interpersonal skills to lead groups and business organizations, (5) foundations and tools to make and implement strategy, and (6) the depth and critical importance of the dynamic and global environment as they influence organizations, decisions and operations.

#### M.B.A. Degree Completion Requirements

1. Complete any necessary prerequisites.
2. Complete the degree in four calendar years from the date on a student's initial registration or may be held to any new degree requirements.
3. Maintain a cumulative 3.0 GPA and achieve a C (2.0) grade or higher in each course.
4. Complete 12 three-credit courses, including seven to nine foundation courses (21 to 27 credits) and three to five specialization courses (nine to 15 credits).
5. Develop and successfully demonstrate a range of critical thinking skills to complete an oral and written presentation reflecting the integration and application of theory to practice in MBA 690 Strategic Management Seminar.

#### Prerequisites for Those Without an Undergraduate Business Degree

Undergraduate transcripts from M.B.A. applicants are reviewed to determine whether the applicant has completed prerequisite course work in financial accounting, macroeconomics and statistics.

Proficiency in the use of computer applications such as Word, Access, Excel and PowerPoint is essential.

| I. M.B.A. FOUNDATION COURSES |   | 27 CREDITS |
|------------------------------|---|------------|
| MBA 600                      | LEADERSHIP AND MANAGEMENT OF BUSINESS ORGANIZATIONS | 3          |
| MBA 605                      | MANAGING FOR HUMAN RESOURCES                        | 3          |
| MBA 610                      | LEGAL, ETHICAL, AND SOCIAL ISSUES OF BUSINESS       | 3          |

|         |   |   |
|---------|---|---|
| MBA 620 | MARKETING MANAGEMENT IN A GLOBAL ECONOMY        | 3 |
| MBA 630 | MANAGING TECHNOLOGY FOR BUSINESS TRANSFORMATION | 3 |
| MBA 640 | MANAGING FOR FINANCIAL ACCOUNTABILITY           | 3 |
| MBA 645 | MANAGING FOR FINANCIAL PERFORMANCE              | 3 |
| MBA 650 | OPERATIONS MANAGEMENT                           | 3 |
| MBA 690 | STRATEGIC MANAGEMENT SEMINAR                    | 3 |

### II. SPECIALIZATION COURSES 9 CREDITS

#### MARKETING SPECIALIZATION

|         |                                     |   |
|---------|-------------------------------------|---|
| MBA 621 | INTERNATIONAL MARKETING             | 3 |
| MBA 625 | INTEGRATED MARKETING COMMUNICATIONS | 3 |
| MBA 628 | SPECIAL TOPICS IN MARKETING         | 3 |

#### INTERNATIONAL BUSINESS SPECIALIZATION

|         |  |   |
|---------|--|---|
| MBA 661 | INTERNATIONAL TRADE AND INVESTMENT       | 3 |
| MBA 665 | INTERNATIONAL FINANCE                    | 3 |
| MBA 668 | SPECIAL TOPICS IN INTERNATIONAL BUSINESS | 3 |

#### FINANCIAL VALUATION AND INVESTMENT MANAGEMENT

|         |                                   |   |
|---------|-----------------------------------|---|
| MBA 646 | MEASURING AND MANAGING VALUE      | 3 |
| MBA 647 | PORTFOLIO MANAGEMENT AND ANALYSIS | 3 |
| MBA 648 | DEVELOPMENT STRATEGIES            | 3 |

#### MASS COMMUNICATION AND MEDIA MANAGEMENT SPECIALIZATION

|         |                                       |   |
|---------|---------------------------------------|---|
| COM 500 | MASS COMMUNICATION THEORY             | 3 |
| COM 515 | MASS COMMUNICATION LAW AND REGULATION | 3 |
| COM 520 | MASS COMMUNICATION TECHNOLOGY         | 3 |

#### HOSPITALITY MANAGEMENT

|        |                                   |   |
|--------|-----------------------------------|---|
| HA 525 | FOOD SERVICE ADMINISTRATION       | 3 |
| HA 530 | RESORT DEVELOPMENT AND MANAGEMENT | 3 |
| HA 575 | SERVICE MANAGEMENT                | 3 |

#### SPORTS AND ATHLETICS ADMINISTRATION

|         |  |   |
|---------|--|---|
| SAM 530 | SPORTS ADMINISTRATION  | 3 |
| SAM 535 | ISSUES IN INTERCOLLEGIATE ATHLETICS AND PROFESSIONAL SPORTS    | 3 |
| SAM 680 | BEGINNING INTERNSHIP IN SPORTS AND ATHLETICS ADMINISTRATION or |   |
| SAM 681 | ADVANCED INTERNSHIP IN SPORTS AND ATHLETICS ADMINISTRATION     | 3 |

Note: Sports Administration students may substitute SAM 530 Sports Administration for MBA 605 and SAM 630 Legal Aspects of Athletics for MBA 610. Program coordinator approval is needed for these substitutions.

#### AVIATION MANAGEMENT SPECIALIZATION

|         |                                       |   |
|---------|---------------------------------------|---|
| MBA 671 | AVIATION ORGANIZATION OPERATION       | 3 |
| MBA 675 | AIRPORT OPERATIONS                    | 3 |
| MBA 678 | SPECIAL TOPICS IN AVIATION MANAGEMENT | 3 |

#### INTERNATIONAL STUDY OPPORTUNITY

|         |                                       |   |
|---------|---------------------------------------|---|
| MBA 660 | INTERNATIONAL BUSINESS STUDIES ABROAD | 3 |
|---------|---------------------------------------|---|

#### INDEPENDENT STUDY

|         |   |     |
|---------|---|-----|
| MBA 697 | INDEPENDENT STUDY (NON-DEGREE CREDIT HOURS) | 1-3 |
|---------|---|-----|

#### BUSINESS INTERNSHIP

|         |  |     |
|---------|--|-----|
| MBA 698 | BUSINESS ADMINISTRATION INTERNSHIP (NON-DEGREE CREDIT HOURS) | 1-2 |
|---------|--|-----|

**Ph.D. IN GLOBAL LEADERSHIP WITH A SPECIALIZATION IN CORPORATE AND ORGANIZATIONAL MANAGEMENT**

**Purpose**

The Doctor of Philosophy (Ph.D.) degree in Global Leadership prepares graduates to lead academic and non-academic organizations in an ever-changing global society. The doctorate offers a comprehensive, multifaceted, multi-level curriculum designed to provide scholar-practitioners with the complex knowledge, skills and competencies to create opportunities for ongoing learning in a variety of organizational settings and locations. The program is offered by the College of Business and Management.

**Professional Development Needs of Professionals in the Public and Private Sector**

Students entering into a course of study in this Ph.D. degree program do so to meet several different professional development needs:

- Advanced training in research, organizational leadership and business-related course work culminating in the terminal degree. This degree enables students to serve as professors in business, leadership or administration-related programs offered by colleges and universities.
- A terminal degree in order to gain a key credential for advancing or changing a career (e.g. teaching or consulting).
- A terminal degree to obtain or further develop an executive leadership position in for-profit or not-for-profit public, private, corporate or professional organizations.
- Since most, if not all, of the concepts and skills of research and leadership delivered by this doctoral program also pertain to the public sector, this degree is appropriate to meet the professional development needs of those in health care, criminal justice or public service-related organizations.

**Program Components**

**Ph.D. Degree Completion Requirements**

Ten requirements for the successful completion of the Ph.D. in Global Leadership degree program include:

1. Meet the statistics competency prerequisite.
2. Complete a minimum of 60 doctoral credit hours of course work, consisting of 15 credit hours of required research core, 21 credit hours of required leadership core, 18 credit hours of the specialization, and a minimum of six credits of dissertation course work. Dissertation topic choices must reflect the application of the core curriculum and the area of specialization.
3. Maintain a cumulative 3.25 GPA and a grade of C or higher for all course work in the degree program. Any grade below a C (2.00) must be repeated.
4. During the Ph.D. program, no more than two different courses may be repeated. No course may be repeated more than once, regardless of cumulative GPA. Students may not withdraw from more than three (3) courses.
5. Complete the residency requirement.
6. Maintain continuous program enrollment.
7. Prepare an acceptable qualifying paper.
8. Prepare and defend the dissertation proposal.
9. Successfully defend and complete the dissertation and obtain the signatures of approval from all members of the Dissertation Committee.
10. Comply with all pertinent regulations of the university as specified in the university catalog. Among these regulations are the following:
  - a. Complete the degree within six calendar years from the date of the student's initial registration in the Ph.D. degree program.
  - b. Students are also eligible for up to one year Leave of Absence from study in the degree program, and may request a one-year extension of this time requirement.
  - c. Meet all financial obligations before graduation.

**Curriculum**

The Ph.D. in Global Leadership requires a minimum of 60 credits of graduate course work consisting of four program components:

|   |  |                            |
|---|--|----------------------------|
| <b>I. RESEARCH CORE</b>   |  | <b>15 CREDITS</b>          |
| RES 700   | RESEARCH PROCESS AND CRITIQUE (PREREQUISITE: STATISTICS COMPETENCY)                            | 3                          |
| RES 702   | WRITING FOR RESEARCH (PREREQUISITE: RES 700)   | 3                          |
| RES 703   | CRITICAL ANALYSIS OF LITERATURE (PREREQUISITE: RES 702)  | 3                          |
| RES 704   | QUANTITATIVE/QUALITATIVE METHODS OF RESEARCH (PREREQUISITE: RES 703)                           | 3                          |
| RES 800   | ADVANCED STATISTICAL SOFTWARE APPLICATIONS: SPSS (PREREQUISITE: RES 704)                       | or 3                       |
| RES 801   | ADVANCED STATISTICAL APPLICATIONS: STRUCTURAL EQUATIONS MODELING (SEM) (PREREQUISITE: RES 704) |                            |
| RES 897   | CONTINUOUS DEVELOPMENT OF QUALIFYING PAPER (1 CREDIT TAKEN AS PERMITTED)                       |                            |
| <b>II. GLOBAL LEADERSHIP CORE</b>   |  | <b>21 CREDITS</b>          |
| LDR 710   | LEADERSHIP THEORY AND RESEARCH   | 3                          |
| LDR 714   | LEADERSHIP IN PUBLIC ADMINISTRATION ENVIRONMENTS   | 3                          |
| LDR 715   | LEADERSHIP FOR ORGANIZATIONS IN CRISIS AND REPUTATION MANAGEMENT                               | 3                          |
| LDR 720   | PROJECT MANAGEMENT AND LEADERSHIP  | 3                          |
| LDR 721   | LEADING AND MANAGING INNOVATION AND TECHNOLOGY   | 3                          |
| LDR 722   | ORGANIZATIONAL GOVERNANCE, ETHICS AND PERFORMANCE  | 3                          |
| LDR 790   | LEADERSHIP AND THE EXECUTION OF STRATEGIC PLANS  | 3                          |
| <b>III. SPECIALIZATION COURSE REQUIREMENTS CORPORATE AND ORGANIZATIONAL MANAGEMENT SPECIALIZATION</b>   |  | <b>18 CREDITS</b>          |
| BUS 710   | ORGANIZATIONAL BEHAVIOR AND CULTURE THEORY AND RESEARCH  | 3                          |
| BUS 730   | 21ST CENTURY ENTERPRISE  | 3                          |
| BUS 732   | SUSTAINABLE ORGANIZATIONAL PRACTICES   | 3                          |
| BUS 733   | CORPORATE ENTREPRENEURSHIP   | 3                          |
| BUS 735   | MARKETING THEORY AND RESEARCH  | 3                          |
| BUS 746   | MANAGING FOR FINANCIAL ACCOUNTABILITY AND PERFORMANCE  | 3                          |
| <b>IV. DISSERTATION</b>   |  | <b>6 CREDITS (MINIMUM)</b> |
| RES 900   | DOCTORAL RESEARCH SEMINAR (PREREQUISITE: DOCTORAL CANDIDACY)                                   | 3 *                        |
| RES 901   | DISSERTATION CONTINUATION (1 CREDIT TAKEN AS PERMITTED)  |                            |
| RES 902   | DEFENSE AND COMPLETION OF THE DISSERTATION (PREREQUISITE: RES 900)                             | 3                          |
| * Requires successful completion of all required core and specialization course work, the additional degree program requirements, residency and continuous enrollment, progression requirements, the qualifying paper and recommendation to doctoral candidacy. |  |                            |
| <b>Additional Degree Program Competency Requirements</b>  |  |                            |
| In addition to the course requirements listed above, all Ph.D. students must demonstrate the following competencies:  |  |                            |
| 1. Writing and speaking skills commensurate with graduate-level course work. Students with observed deficiencies will be referred to the English and Communication departments, Writing Center or Center for International Programs and Services at             |  |                            |



Lynn University. Students may be required to enroll in writing and speaking courses to ensure competency development. Enrollment in these courses may be concurrent with doctoral course work. Students also are encouraged to seek assistance at the centers independently.

2. **Adherence to APA Style and professional, legal, ethical and educational standards in academic writing.**
3. **Proficiency in computer applications using Microsoft Word, Microsoft Excel, Microsoft Power Point, Internet searches and Information Literacy. Students who do not have these skills:**
  - a. Enroll in computer application course work at Lynn University (CMS 200) or at other colleges.
  - b. Enroll in computer application training courses (non-credit) at Lynn University or other colleges.
  - c. Complete Information Literacy tutorials (See Lynn Library home Web page) or schedule instruction with a librarian.
  - d. Complete Blackboard tutorials (Web-based instruction).
  - e. Enrollment in course work may be concurrent with doctoral course work.
4. **Competency in statistics (prerequisite requirement): Understanding of descriptive and inferential statistics in order to read and interpret empirical studies. This may be evidenced by:**
  - a. Successfully completing a graduate statistics course that includes descriptive and inferential statistics; OR
  - b. Completing RES 602 Statistical Methods or a comparable course; OR
  - c. Successfully completing the Ph.D. Statistics Qualifying Examination.

Note: Any credit hours of statistics used to meet this requirement may not be applied toward the 60 credit hours required by the Ph.D. degree program.

**5. Complete the qualifying paper (PHD QP 009) for 0 credits.**

Note: Students who complete all course requirements except the dissertation but did not complete the qualifying paper must enroll in consecutive terms of RES 897.

**Ph.D. Residency Requirement, Continuous Enrollment Requirement and Leave of Absence**

**Required Course Enrollment Residency.** The “enrollment” residency requirement in the doctoral program consists of two consecutive terms with enrollment in six credits of required course work each term. This excludes course work for RES 897, RES 900, RES 901, or RES 902. Students who are unable to meet this enrollment requirement may develop an alternative plan with the respective program coordinator.

**Required Campus Residency for Online Students.** Four required on-campus immersions consist of three to five days each and a fifth for defense of the dissertation. These immersions are associated with a program orientation and the research core: RES 700, 703, 704, 900, and RES 902 (dissertation defense).

**Continuous Enrollment.** The continuous enrollment requirement necessitates that students are enrolled each term throughout the duration of the program. The requirement is intended to ensure that students become integrally involved in the academic life of their programs and of the university. By being in residence and continuously enrolled, students are more likely to become fully immersed in doctoral study for a substantial period of time and to develop a relationship of scholarly and professional collegiality with faculty and fellow students. During their residency period students are expected not only to take courses, but also to participate in other aspects of the intellectual life of their disciplines and of the university community.

Students are also eligible for up to one year Leave of Absence from study in a degree program (a total of six terms). The student must submit a written request to the program coordinator or dean and the request granted.

A student who does not complete the degree program requirements in six calendar years from the date of enrollment in his or her first doctoral program course at Lynn University, may be dismissed from the program, held to any new requirements in effect and/or may be required to validate prior learning.

**PH.D. PROGRAM PROGRESSION REQUIREMENTS**

**I. Research Core: RES 700, RES 702, RES 703, RES 704, RES 800, RES 900, and RES 902**

- a. RES 700 Research Process and Critique is taken early in the program (within the first 0 to 18 credits). Statistics is a prerequisite.
- b. RES 702 Writing for Research and RES 703 Critical Analysis of Literature are taken approximately midway through the program (between 19 to 36 credits). RES 700 is a prerequisite.
- c. RES 704 Quantitative/Qualitative Methods of Research is taken after completion of 36 credits of the Ph.D. program. RES 703 and the completion of 36 credits are prerequisites.
- d. RES 800 is taken after RES 704.
- e. RES 900 Doctoral Research Seminar: Doctoral Candidacy is a prerequisite.
- f. RES 902 Defense and Completion of the Dissertation: RES 900 is a prerequisite.

**II. Business and Leadership Core: BUS 710, LDR 710 and LDR 790**

- a. BUS 710 Organizational Behavior and Culture Theory and Research is taken early in the program (within the first 0-18 credits)
- b. LDR 710 Leadership Theory and Research is taken early in the program (within the first 0 to 18 credits).
- c. LDR 790 Leadership and the Execution of Strategic Plans is taken after completion of 36 credits of the Ph.D. program, and preferably near the end of the program, in the last or next to the last term. Completion of 36 credits is a prerequisite.

**III. Qualifying Paper PHD QP 009 (0 credits)**

- a. May be submitted after successfully completing 42 credits and RES 704.
- b. The student must be in good academic standing.
- c. The qualifying paper should be completed during the last course (before dissertation), preferably in LDR 790.
- d. Upon successful completion of the qualifying paper, the paper and signature page with original signatures is sent to the program coordinator by the qualifying paper advisor.
- e. The program coordinator processes a grade of P (pass) for PHD QP 009.

**IV. Complete all course work with a grade of C or higher or a P (pass) grade**

**V. RES 897 Continuous Development of Qualifying Paper: (Continuous Enrollment During the Period of Completion of Qualifying Paper)**

- a. Students who have completed all 54 credit hours of required course work except RES 900 and 902 and who are in good academic standing but did not complete the qualifying paper, must enroll in consecutive terms of RES 897 Continuous Development of Qualifying Paper (one credit each term).
- b. A maximum of nine credits may be taken.
- c. Upon successful completion of the qualifying paper, a grade of P (pass) will be submitted by the qualifying paper advisor for PHD QP 009.
- d. In order to receive a passing grade with each enrollment in RES 897, students must demonstrate progress toward completion of qualifying papers.

**VI. Doctoral Candidacy**

- a. Complete all 54 credit hours of required course work except RES 900 and RES 902.
- b. Cumulative GPA of 3.25.
- c. Good academic standing, including a grade of C or higher or a P (Pass) grade in all course work.
- d. Successful completion of the qualifying paper (PHD QP 009).
- e. Complete the residency requirement.
- f. Recommendation for Admission to Candidacy in Doctoral Program form is processed.
- g. Doctoral Candidacy must be achieved prior to first class meeting of RES 900.

#### VII. RES 900 Doctoral Research Seminar: Prerequisite: Doctoral Candidacy

##### Requirements for course completion:

- a. Appointment of a Dissertation Committee form is processed.
- b. Completion and successful defense of the dissertation proposal.
- c. Dissertation Proposal Transmittal form (Approval of Proposal Defense) is processed.
- d. IRB proposal is submitted to IRB after successful defense of dissertation proposal.
- e. Grading: Pass/Fail. Grading is the responsibility of the course coordinator, who seeks input from the Dissertation Committee chair.
- f. In-Progress Grade: Students who have not successfully completed the course requirements during the term receive a grade of IP (course in progress) and must next enroll in consecutive terms (one credit each term as permitted) of RES 901. After successfully completing RES 900 course requirements, the student is issued a grade. RES 900 must be completed within one year of initial enrollment in order to pass the course.
- g. Although not required, students have the option to complete the "sequential" dissertation continuation requirements stated in RES 901 during their initial enrollment in RES 900. (See Continuous Enrollment During the Implementation Phase of Dissertation Study, and Development of Chapters 4 and 5 of the Dissertation in this section).

#### VIII. RES 901 Dissertation Continuation. Prerequisites: RES 900 with IP Grade (one credit each term) and/or RES 902 with an IP Grade (one credit each term); range: one to 12 credits

This course is designed for two purposes:

- a. Continuous Enrollment During the Period of Completion of RES 900 requirements as follows:
  - i. Students who have not completed RES 900 (have a course in progress grade) must enroll in consecutive terms of RES 901 (one credit each term).
  - ii. Grading is pass/fail.
  - iii. Grading: In order to receive a passing grade with each enrollment in RES 901, students must demonstrate progress toward dissertation. Grading is up to the discretion of the committee chair.
  - iv. Students may not enroll in RES 901 for more than six consecutive terms after initial enrollment in RES 900.
  - v. A maximum of six credits of RES 901 may be used for this purpose.
- b. Continuous Enrollment During the Implementation Phase of Dissertation Study, and Development of Chapters 4 and 5 of the Dissertation: Upon completion of RES 900, if necessary, students enroll in RES 901 for consecutive terms (one credit each term) until the following requirements are completed:
  - i. Documentation of Approval from IRB to initiate dissertation study.
  - ii. Approval by dissertation chair to implement dissertation methodology emphasizing data collection and submission of final dissertation proposal to Ph.D. coordinator.
  - iii. Maintain compliance with IRB data collection policies.
  - iv. Complete data collection.
  - v. Documentation of IRB notification when data collection is completed.
  - vi. Document significant development of Chapters 4 and 5 of the dissertation.
  - vii. The student must complete all six of the above requirements no later than one year after successful completion of RES 900.
  - viii. Students may not enroll in RES 901 for more than six consecutive terms after completion of RES 900.
  - ix. A maximum of six credits of RES 901 may be used for this purpose.

#### IX. RES 902 Defense and Completion of the Dissertation [Prerequisites: Completion of the nine dissertation requirements stated in RES 901 (three credits)]

- a. Prerequisites (see RES 901)
  - i. Completion of dissertation data collection and significant development of Chapters 4 and 5.

- ii. Evidence of IRB approval and student notification to IRB of data collection completion.

##### b. Requirements:

- i. Finalize dissertation with committee.
  - ii. Distribution of Announcement of Dissertation Defense.
  - iii. Successfully defend dissertation.
  - iv. Process Dissertation Transmittal form (Approval) Dissertation Completion.
  - v. Submit information checklist upon submission of dissertation (to Ph.D. director or coordinator).
  - vi. Satisfy all financial requirements with the university.
  - vii. Process Recommendation for Conferral of Doctoral Degree form to the Office for Student Administrative Services.
- c. Grading: Pass/fail grade submitted by the Dissertation Committee chair.

#### Qualifying Paper

Completion and approval of the qualifying paper is a requirement of the Ph.D. degree program. The qualifying paper should be completed before the student is enrolled in LDR 790, but may not be completed until the student has completed a minimum of 42 credit hours of course work in the Ph.D. program of study. The qualifying paper is a substantial critical analysis of the theoretical and empirical literature of approximately 50 pages to be written on a topic that may or may not be related to the student's dissertation topic. In RES 702- 703, students are oriented to requirements and procedures and begin developing the qualifying paper. The Qualifying Paper Committee consisting of the student's qualifying paper advisor and one other Lynn University full-time faculty member must approve the qualifying paper. This paper is one of the requirements that must be completed and approved prior to advancing to doctoral candidacy. Students in good academic standing, with a cumulative GPA of 3.25 or higher, who completed all course requirements except RES 900-902, but did not complete the qualifying paper, must continuously enroll (as permitted) in their qualifying paper advisor's RES 897 course section. The purpose of the qualifying paper is to prepare students for the writing and research components necessary to develop an acceptable dissertation research proposal. Upon completion of the qualifying paper, PHD QP 009 (in the advisor's section) is posted on the student's transcript. (See course description).

#### Dissertation

The dissertation is the culmination of the doctoral program. As such, it must attest to a high degree of scholarly competence. The dissertation must be presented, in an accepted scholarly style, on an original investigation of a problem of significance in the student's area of specialization. The dissertation must demonstrate that the candidate is capable of conducting and reporting research and analysis in an area relating to educational administration and policy studies.

Through broad reading, course work and consultation with faculty, the student identifies a tentative dissertation topic and prepares a statement of general ideas on a proposed dissertation problem. This statement should be at a level of specificity that allows department faculty to judge its merit as a document from which a proposal might be developed. RES 900 provides the student the opportunity to develop the major components of the dissertation proposal (see course description).

The student selects a Dissertation Committee chair. The chair must be a full-time faculty member of the university and have graduate faculty status. In consultation with the chair, the student selects two or more additional Dissertation Committee members with whom to work. At least one of the additional committee members must be a full-time regular or adjunct faculty member of the Ph.D. program. Exceptions to these requirements must be approved by the program faculty and conform to any other graduate programs and university requirements.

A completed Appointment of Dissertation Committee form must be filed with the appropriate program coordinator. The student works with his or her committee to develop a dissertation proposal. The committee will assist the student in defining the problem and in designing the study with attention to underlying concepts, theoretical constructs and analytic frameworks, and appropriate research methods.

Upon agreement of the Dissertation Committee chair and all members of the committee that the student is ready to defend the dissertation, the dissertation chair contacts the respective program coordinator to request assignment of a fourth reader, who has graduate faculty status. Upon assignment, the student submits the dissertation proposal to the fourth reader. The student is then permitted to schedule a Hearing for the Defense of the Dissertation Proposal providing at least ten days for the “fourth reader” to review the proposal. Only the Dissertation Committee votes during the dissertation defense. Fourth reader comments are advisory.

Following a successful defense of the proposal, the Dissertation Proposal Transmittal form (Approval of Defense) is processed. The student next submits an application approved by the dissertation chair to the Institutional Review Board for Protection of Human Subjects (IRB). Requirements for completion of RES 900 are successful defense of the dissertation proposal and submission of an approved IRB application. Students who do not meet these requirements by the end of RES 900 enroll in successive one-credit terms of RES 901 as permitted (see catalog description). Upon approval from the IRB, the student is permitted to implement the study. The student continues to enroll in successive one-credit terms of RES 901 as permitted and comply with all IRB procedures. The student enrolls in RES 902 (see catalog description) for the term that the dissertation chair anticipates the student will defend and complete the dissertation. More information about the dissertation process, including additional required forms to process, are discussed in the Ph.D. Program Progression Requirements section of this catalog and/or in the Doctoral Handbook. Doctoral candidacy must be achieved prior to the first class of RES 900, regardless of add/drop dates.



# DONALD E. AND HELEN L. ROSS COLLEGE OF EDUCATION

## Mission Statement

Programs at the Ross College of Education are delivered via experiential learning, and therefore bring research to practice. These programs challenge students to develop intellectually and personally to their fullest potential, ensuring that they are equipped with the knowledge, skills, and competencies required of successful educators to meet the needs of all learners in today's diverse society.

## UNDERGRADUATE PROGRAM

### Admission and Graduation Requirements

Admission to Lynn University does not admit the student to the Ross College of Education. For students interested in teacher education, the Ross College of Education has State of Florida-approved teacher preparation programs leading to teacher certification. All education students are required to take the General Knowledge portion of the Florida Teacher Certification Examination by the beginning of the second semester of the freshman year. In accordance with Florida Statute 1004.04, Public accountability and state approval for teacher preparation programs, students are required to meet the following prerequisites for admission to the program:

1. Have a grade point average of 2.5 on a 4.0 scale for the general component of undergraduate studies.
2. Demonstrate mastery of general knowledge, including the ability to read, write and compute by passing the General Knowledge portion of the Florida Teacher Certification Examination.
3. In addition, the student must demonstrate that they have:
  - a. Completed at least 45 undergraduate credit hours.
  - b. A grade point average of 2.5 on a 4.0 scale in all teacher preparation courses, with no grade lower than a C-.
  - c. Submitted a completed application prior to the deadline date. Using a portfolio assessment that demonstrates effective teaching principles, the faculty of the Ross College of Education will review the candidate's file to determine the status of admission to the state-approved teacher education programs.

### Graduation Requirements for All Teacher Education Programs

Students in all education programs must pass all three portions of the Florida Teacher Certification Examination, consisting of General Knowledge, Professional Skills and a Subject Area.

The State of Florida may require additional courses in the field for certification, prior to issuing the five-year certificate. Program requirements may change in order to comply with any changes made by the State of Florida Department of Education. Grandfather provisions do not apply when such program changes are made.

Note: Credits and degrees earned from colleges within the State of Florida that are licensed by the State Board of Independent Colleges and Universities do not automatically qualify an individual for a Florida Teaching Certificate. The established procedure requires the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the college granting the degrees prior to approving teacher certification. Any student interested in obtaining a Florida Teaching Certificate should contact the Florida Department of Education, Bureau of Educator Certification, Suite 201, Turlington Building, 325 West Gaines St., Tallahassee, FL 32399-0400.

## BACHELOR OF SCIENCE IN EDUCATION MAJOR: ELEMENTARY EDUCATION SPECIALIZATION: GRADES K-6

The Elementary Education major is designed to prepare students to teach in grades kindergarten through six. Elementary Education students have experiences that combine learning theory with practical applications, promote the integration of technology and ESOL performance standards, and encompass a variety of field activities. Students enrolled in the Elementary Education program will be encouraged to recognize and appreciate the diversity of today's children and to be able to meet their varied educational needs in our multicultural society. The courses in this state-approved program are designed to meet the requirements for certification in Florida. This program is offered in both the day and evening programs.

Students majoring in Elementary Education, Grades K-6 Plus Pre-K/Primary Education must fulfill the following core and certification requirements:

### UNIVERSITY CORE REQUIREMENTS (see page 64) **37 CREDITS**

BECAUSE OF STATE TEACHER CERTIFICATION REQUIREMENTS, THE FOLLOWING COURSES WILL BE SUBSTITUTED FOR BUS 210 AND ONE EXPRESSION OF HUMANITIES COURSE:

|             |                              |   |
|-------------|------------------------------|---|
| ___ EDU 330 | CROSS-CULTURAL COMMUNICATION | 3 |
| ___ EDU 101 | INTRODUCTION TO EDUCATION    | 3 |

### CERTIFICATION REQUIREMENTS **18 CREDITS**

|              |                            |      |
|--------------|----------------------------|------|
| ___ HUM 221  | INTRODUCTION TO PHILOSOPHY | 3    |
| ___ MAT 221  | PROBABILITY AND STATISTICS | 3    |
| ___ HIS 221  | AMERICAN HISTORY I         | 3 OR |
| ___ HIS 222  | AMERICAN HISTORY II        | 3    |
| ___ ELECTIVE |                            | 3    |
| ___ ELECTIVE |                            | 3    |
| ___ ELECTIVE |                            | 3    |

### MAJOR REQUIREMENTS **54 CREDITS**

|              |   |   |
|--------------|---|---|
| ___ ZEDU 001 | GENERAL KNOWLEDGE PREPARATION                 | 0 |
| ___ EDU 105  | EARLY CHILDHOOD ED. CURRICULUM                | 3 |
| ___ EDU 160  | CHILD DEVELOPMENT                             | 3 |
| ___ EDU 210  | EFFECTIVE TEACHING IN THE ELEMENTARY SCHOOL   | 3 |
| ___ EDU 211  | TEACHING LANGUAGE ARTS                        | 3 |
| ___ EDU 214  | ART AND MUSIC IN THE ELEMENTARY SCHOOL        | 3 |
| ___ EDU 219  | TEACHING SOCIAL STUDIES IN ELEMENTARY SCHOOLS | 3 |
| ___ EDU 251  | EXCEPTIONAL STUDENTS IN THE REGULAR CLASSROOM | 3 |
| ___ EDU 257  | P.E./HEALTH AND SAFETY IN SCHOOLS             | 3 |
| ___ EDU 314  | CHILDREN'S LITERATURE                         | 3 |
| ___ EDU 315  | READING IN THE PRIMARY GRADES                 | 3 |
| ___ EDU 316  | READING IN THE INTERMEDIATE GRADES            | 3 |
| ___ EDU 317  | SCIENCE IN THE ELEMENTARY SCHOOL              | 3 |
| ___ EDU 318  | MATHEMATICS IN THE ELEMENTARY SCHOOL          | 3 |
| ___ EDU 420  | EDUCATIONAL MEASUREMENT AND EVALUATION        | 3 |
| ___ EDU 480  | PRACTICUM                                     | 3 |
| ___ EDU 481  | STUDENT TEACHING                              | 9 |

### ESOL REQUIREMENTS **12 CREDITS**

|             |   |   |
|-------------|---|---|
| ___ EDU 300 | APPLIED LINGUISTICS                           | 3 |
| ___ EDU 310 | METHODS OF ESOL                               | 3 |
| ___ EDU 400 | CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL | 3 |
| ___ EDU 410 | TESTING AND EVALUATION IN ESOL                | 3 |

**TOTAL HOURS 121**

## MAJOR: ELEMENTARY EDUCATION

### SPECIALIZATION: GRADES K–6 PLUS PRE-K/PRIMARY (AGE 3-GRADE 3)

The Elementary Education Plus Pre-K/Primary Education program combines theoretical components of both K–6 grades with age 3 through grade 3, along with practical application appropriate to each developmental level. Students in this degree program have extensive field experiences in the community and in local private and public schools (Pre-K through grade 6). Emphasis is placed on the use of developmentally appropriate materials designed to incorporate all newly required competencies, thus leading to eligibility for certification in the State of Florida in the area of age 3 to grade 3 as well as the already established competencies for K–6 certification. This sequence of courses has been accepted by the Florida Department of Education for program approval.

Students fulfill the core requirements and certification requirements listed in the Elementary Education program in addition to the following program requirements.

#### UNIVERSITY CORE REQUIREMENTS (see page 64) 37 CREDITS

BECAUSE OF STATE TEACHER CERTIFICATION REQUIREMENTS, THE FOLLOWING COURSES WILL BE SUBSTITUTED FOR BUS 210 AND ONE EXPRESSION OF HUMANITIES COURSE:

|             |                              |   |
|-------------|------------------------------|---|
| ___ EDU 330 | CROSS CULTURAL COMMUNICATION | 3 |
| ___ EDU 101 | INTRODUCTION TO EDUCATION    | 3 |

#### CERTIFICATION REQUIREMENTS 9 CREDITS

|             |                            |      |
|-------------|----------------------------|------|
| ___ HUM 221 | INTRODUCTION TO PHILOSOPHY | 3    |
| ___ MAT 221 | PROBABILITY AND STATISTICS | 3    |
| ___ HIS 221 | AMERICAN HISTORY I         | 3 OR |
| ___ HIS 222 | AMERICAN HISTORY II        | 3    |

#### MAJOR REQUIREMENTS 69 CREDITS

|              |  |   |
|--------------|--|---|
| ___ ZEDU 001 | GENERAL KNOWLEDGE PREPARATION                    | 0 |
| ___ EDU 105  | EARLY CHILDHOOD EDUCATION CURRICULUM             | 3 |
| ___ EDU 160  | CHILD DEVELOPMENT                                | 3 |
| ___ EDU 210  | EFFECTIVE TEACHING IN THE ELEMENTARY SCHOOL      | 3 |
| ___ EDU 211  | TEACHING LANGUAGE ARTS                           | 3 |
| ___ EDU 214  | ART AND MUSIC IN THE ELEMENTARY SCHOOL           | 3 |
| ___ EDU 219  | TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL | 3 |
| ___ EDU 230  | CREATIVE ACTIVITIES                              | 3 |
| ___ EDU 240  | PRE PRIMARY LANGUAGE ARTS                        | 3 |
| ___ EDU 250  | PRE PRIMARY MATH AND SCIENCE                     | 3 |
| ___ EDU 251  | EXCEPTIONAL STUDENTS IN THE REGULAR CLASSROOM    | 3 |
| ___ EDU 257  | P.E./HEALTH AND SAFETY IN SCHOOLS                | 3 |
| ___ EDU 314  | CHILDREN'S LITERATURE                            | 3 |
| ___ EDU 315  | READING IN THE PRIMARY GRADES                    | 3 |
| ___ EDU 316  | READING IN THE INTERMEDIATE GRADES               | 3 |
| ___ EDU 317  | SCIENCE IN THE ELEMENTARY SCHOOL                 | 3 |
| ___ EDU 318  | MATHEMATICS IN THE ELEMENTARY SCHOOL             | 3 |
| ___ EDU 355  | CHILD GUIDANCE AND CLASSROOM MANAGEMENT          | 3 |
| ___ EDU 420  | EDUCATIONAL MEASUREMENT AND EVALUATION           | 3 |
| ___ EDU 460  | CHILDREN AT RISK                                 | 3 |
| ___ EDU 480  | PRACTICUM  | 3 |
| ___ EDU 481  | STUDENT TEACHING                                 | 9 |

#### ESOL REQUIREMENTS 12 CREDITS

|             |   |   |
|-------------|---|---|
| ___ EDU 300 | APPLIED LINGUISTICS                           | 3 |
| ___ EDU 310 | METHODS OF ESOL                               | 3 |
| ___ EDU 400 | CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL | 3 |
| ___ EDU 410 | TESTING AND EVALUATION IN ESOL                | 3 |

**TOTAL HOURS 127**

## BACHELOR OF SCIENCE IN EDUCATION

### MAJOR: ELEMENTARY EDUCATION

#### SPECIALIZATION: EXCEPTIONAL STUDENT EDUCATION

The Elementary Education plus ESE Specialization Program combines theoretical components of K–6 grades with basic knowledge and skills needed to teach students with disabilities. This specialization would afford the student an opportunity to become certified in ESE K-12th grade as well as Elementary Education and to gain knowledge and understanding about students with disabilities. Students will also have the opportunity to take three graduate courses during their senior year and then transfer those three courses into a master's degree in ESE at Lynn University (if the students wishes to pursue a master's degree).

Students majoring in Elementary Education with an ESE specialization must fulfill the following core and certification requirements:

#### UNIVERSITY CORE REQUIREMENTS (see page 64) 37 CREDITS

BECAUSE OF STATE TEACHER CERTIFICATION REQUIREMENTS, THE FOLLOWING COURSES WILL BE SUBSTITUTED FOR BUS 210 AND ONE EXPRESSION OF HUMANITIES COURSE:

|             |                              |   |
|-------------|------------------------------|---|
| ___ EDU 330 | CROSS-CULTURAL COMMUNICATION | 3 |
| ___ EDU 101 | INTRODUCTION TO EDUCATION    | 3 |

#### CERTIFICATION REQUIREMENTS 9 CREDITS

|             |                            |      |
|-------------|----------------------------|------|
| ___ HUM 221 | INTRODUCTION TO PHILOSOPHY | 3    |
| ___ MAT 221 | PROBABILITY AND STATISTICS | 3    |
| ___ HIS 221 | AMERICAN HISTORY I         | 3 OR |
| ___ HIS 222 | AMERICAN HISTORY II        | 3    |

#### MAJOR REQUIREMENTS 54 CREDITS

|              |   |   |
|--------------|---|---|
| ___ ZEDU 001 | GENERAL KNOWLEDGE PREPARATION                 | 0 |
| ___ EDU 105  | EARLY CHILDHOOD ED. CURRICULUM                | 3 |
| ___ EDU 160  | CHILD DEVELOPMENT                             | 3 |
| ___ EDU 210  | EFFECTIVE TEACHING IN THE ELEMENTARY SCHOOL   | 3 |
| ___ EDU 211  | TEACHING LANGUAGE ARTS                        | 3 |
| ___ EDU 214  | ART AND MUSIC IN THE ELEMENTARY SCHOOL        | 3 |
| ___ EDU 219  | TEACHING SOCIAL STUDIES IN ELEMENTARY SCHOOL  | 3 |
| ___ EDU 251  | EXCEPTIONAL STUDENTS IN THE REGULAR CLASSROOM | 3 |
| ___ EDU 257  | P.E./HEALTH AND SAFETY IN SCHOOLS             | 3 |
| ___ EDU 314  | CHILDREN'S LITERATURE                         | 3 |
| ___ EDU 315  | READING IN THE PRIMARY GRADES                 | 3 |
| ___ EDU 316  | READING IN THE INTERMEDIATE GRADES            | 3 |
| ___ EDU 317  | SCIENCE IN THE ELEMENTARY SCHOOL              | 3 |
| ___ EDU 318  | MATHEMATICS IN THE ELEMENTARY SCHOOL          | 3 |
| ___ EDU 420  | EDUCATIONAL MEASUREMENT AND EVALUATION        | 3 |
| ___ EDU 480  | PRACTICUM                                     | 3 |
| ___ EDU 481  | STUDENT TEACHING                              | 9 |

#### SPECIALIZATION REQUIREMENTS 15 CREDITS

|             |                                   |   |
|-------------|-----------------------------------|---|
| ___ EDU 460 | CHILDREN AT RISK                  | 3 |
| ___ EDU 434 | CLASSROOM MANAGEMENT FOR ESE      | 3 |
| ___ EDU 500 | FOUNDATION OF ESE                 | 3 |
| ___ EDU 510 | LANGUAGE DEVELOPMENT AND LEARNING | 3 |
| ___ EDU 514 | INSTRUCTIONAL STRATEGIES FOR SLD  | 3 |

#### ESOL REQUIREMENTS 12 CREDITS

|             |   |   |
|-------------|---|---|
| ___ EDU 300 | APPLIED LINGUISTICS                           | 3 |
| ___ EDU 310 | METHODS OF ESOL                               | 3 |
| ___ EDU 400 | CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL | 3 |
| ___ EDU 410 | TESTING AND EVALUATION IN ESOL                | 3 |

**TOTAL HOURS 127**

## GRADUATE PROGRAM

### M.Ed. Degree Completion Requirements

1. Complete the degree in a maximum of four calendar years from the date on a student's initial registration or may be held to any new degree requirements.
2. Maintain a cumulative 3.0 GPA and achieve a C (2.0) grade or higher in each course.
3. Complete a minimum of 36 credits.
4. All students in the M.Ed. in Exceptional Student Education degree program must pass all relevant certification examinations.

#### a. Master of Education in Exceptional Student Education (ESE)

This program consists of completing several courses in ESE which will provide you with the skills needed to work with a diverse group of children with disabilities in a K-12 setting. Specifically, an ESE classroom includes students who may have emotional, mental or learning disabilities. The courses focus primarily on theory, knowledge, and clinical experiences in the field, as well as practical application of that theory and knowledge. The intent is to produce graduates who, as teachers, are able to address the needs of this increasingly diverse student population and can provide leadership for innovative programs to coordinate professional activities to better serve these students.

#### Program Options

The Ross College of Education offers a Master of Education program in ESE with three different tracks. Please read over all the tracks and choose the one that meets your needs.

1. Track one is for individuals new to education and affords the opportunity to gain initial ESE teaching certification. This is a state-approved program called Master of Education in Exceptional Student Education with ESOL Endorsement. This Master of Education degree program requires 36 credit hours in ESE core course work, 15 credit hours in ESOL course work and 12 credit hours in state certification course work for a total of 63 credit hours. Students are also required to earn a passing score on the General Knowledge Test (state teacher exam), the ESE subject area exam, and the Professional Education teacher exam. This track affords graduates the opportunity to gain certification from the State Department of Education, which means that the graduate should be eligible for certification without taking any additional course work.
2. Track two is for individuals who already have certification in education. This state-approved program allows students to become eligible for ESE certification by completing 36 credit hours in ESE course work. The student may also be required to complete 15 credit hours in ESOL course work if he/she has not already done so in order to graduate from a state approved program. Students are also required to earn a passing score on the General Knowledge Test (state teacher exam), the ESE subject area exam, and the Professional Education teacher exam.
3. Track three is for people who want a master's degree in ESE but seek certification on a course by course basis through alternative certification. This is the shortest of the three tracks with only the ESE course work required for a total of 36 credit hours. This track allows students to receive a Master of Education degree with state approval on a course by course basis. It does not include course work leading to an ESOL endorsement, or state certification course work in how to teach reading, math, or language arts. If a student chooses to take this track, he/she may be required to take additional course work/in-service credit by the district and/or state to obtain full teacher certification. This track is for individuals who wish to obtain certification through alternative certification. Students may complete their student teaching requirement in their own classroom. Students are also required to earn a passing score on the ESE subject area exam.

The State of Florida may require additional courses in the field for certification, prior to issuing the five-year certificate. Program requirements may change in order to comply with any changes made by the State of Florida Department of Education.

Grandfather provisions do not apply when such program changes are made.

Note: Credits and degrees earned from colleges within the State of Florida that are licensed by the State Board of Independent Colleges and Universities do not automatically qualify an individual for a Florida Teaching Certificate or to participate in professional examinations in Florida. The established procedure requires the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the college granting the degrees prior to approving teacher certification and for the appropriate state professional board under the Department of Professional and Occupational Regulation to make similar evaluations prior to scheduling examinations.

Any student interested in obtaining a Florida Teaching Certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, FL 32301. Any student interested in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, 2009 Apalachee Parkway, Tallahassee, FL 32301.

| <b>I. ESE COURSES</b>                  |  | <b>36 CREDITS</b> |
|--|--|-------------------|
| EDU 500                                | FOUNDATIONS OF EXCEPTIONAL STUDENT EDUCATION                       | 3                 |
| EDU 510                                | LANGUAGE DEVELOPMENT AND LEARNING                                  | 3                 |
| EDU 511                                | CHARACTERISTICS AND NEEDS OF STUDENTS WITH MILD DISABILITIES       | 3                 |
| EDU 512                                | INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH EMOTIONAL DISABILITIES  | 3                 |
| EDU 513                                | INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH MENTAL DISABILITIES     | 3                 |
| EDU 514                                | INSTRUCTIONAL STRATEGIES FOR SPECIFIC LEARNING DISABILITIES        | 3                 |
| EDU 534                                | CLASSROOM BEHAVIOR MANAGEMENT                                      | 3                 |
| EDU 561                                | ASSESSMENT OF EXCEPTIONAL STUDENTS                                 | 3                 |
| EDU 570                                | CAREER MANAGEMENT AND TRANSITION PLANNING FOR EXCEPTIONAL STUDENTS | 3                 |
| EDU 575                                | EDUCATIONAL TECHNOLOGY AND EXCEPTIONAL SYSTEMS                     | 3 OR              |
| EDU 580                                | GRADUATE PRACTICUM   | 3                 |
| EDU 581                                | STUDENT TEACHING IN EXCEPTIONAL STUDENT EDUCATION                  | 6                 |
| <b>ESOL COURSES</b>                    |  | <b>15 CREDITS</b> |
| EDU 521                                | METHODS OF TEACHING ESOL   | 3                 |
| EDU 522                                | CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL                      | 3                 |
| EDU 523                                | CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING                     | 3                 |
| EDU 524                                | APPLIED LINGUISTICS  | 3                 |
| EDU 525                                | TESTING AND EVALUATION IN ESOL                                     | 3                 |
| <b>STATE CERTIFICATION COURSE WORK</b> |  | <b>12 CREDITS</b> |
| • EDU 211                              | LANGUAGE ARTS IN THE ELEMENTARY SCHOOL                             |                   |
| • EDU 315                              | READING IN THE ELEMENTARY SCHOOL                                   |                   |
| • EDU 316                              | DIAGNOSIS AND EVALUATION OF READING PROBLEMS                       |                   |
| • EDU 318                              | MATH IN THE ELEMENTARY SCHOOL                                      |                   |

#### b. Master of Education in Educational Leadership

The Master of Education in Educational Leadership degree program consists of 36 credit hours of course work with a focus on educational leadership-related theory, knowledge and clinical experiences in the field, as well as practical application of that theory and knowledge. The three specializations in this degree program are School Administration, School Administration with ESOL endorsement, and Higher Education Administration. Students successfully completing the required course work in the M.Ed. program in Educational Leadership with a specialization in School Administration are eligible for Florida Certification in Educational Leadership: Administrative Class.

The goals of the Educational Leadership program are to provide a curriculum that:

- introduces a body of diverse theory regarding educational leadership.
- focuses on the interpretation of laws and rules that govern the educational institution.
- enhances effective skills in written and oral communication, mathematical computation, information literacy, intellectual strategies and use of computers.
- emphasizes the critical examination and evaluation of ethical issues and implications in today's educational establishment.
- develops data analytical skills to drive decision making and school improvement.

After completing the M.Ed. in Educational Leadership, students will be able to:

- develop a knowledge base of basic leadership theories and concepts and apply them to leadership behaviors.
- enhance the relationship between communication and interpersonal relationships.
- compare and contrast the strategies for evaluating curricular and instructional innovations.
- develop the ability to plan, develop, implement and evaluate the financial status of an educational institution.
- analyze the federal, state constitutional, statutory and regulatory provisions governing educational systems.
- develop knowledge of management policies and procedures for appropriate use of technology.
- analyze federal, state, and school data to ensure effective school improvement planning.

The Educational Leadership Master's Degree School Administration specialization program of study ensures that students seeking administrative certification obtain the competencies needed to become strong, effective administrative and instructional leaders. The knowledge and skills acquired through the course work also improve the likelihood of School Administration students passing the FELE certification examination given by the State of Florida.

## I. MASTER OF EDUCATION IN EDUCATIONAL LEADERSHIP

### A. SCHOOL ADMINISTRATION

#### LEADERSHIP FOUNDATION

|         |  |   |
|---------|--|---|
| EDU 605 | INTRODUCTION TO EDUCATIONAL ADMINISTRATION           | 3 |
| EDU 624 | COMMUNICATION SKILLS                                 | 3 |
| EDU 630 | TRANSFORMATIONAL LEADERSHIP AND INNOVATION           | 3 |
| EDU 635 | TECHNOLOGY AND COMMUNICATION FOR EDUCATIONAL SYSTEMS | 3 |

#### EDUCATIONAL FOUNDATION (Elective—Choose 3 of the following)

|         |   |   |
|---------|---|---|
| EDU 670 | SPECIAL EDUCATION FOR ADMINISTRATORS          | 3 |
| EDU 698 | THE PRACTICAL PRINCIPAL                       | 3 |
| EDU 606 | DATA ANALYSIS FOR SCHOOL IMPROVEMENT PLANNING | 3 |
| EDU 622 | CULTURAL DIVERSITY IN EDUCATIONAL SYSTEMS     | 3 |

#### PROFESSIONAL KNOWLEDGE

|         |  |   |
|---------|--|---|
| EDU 621 | HUMAN RESOURCE MANAGEMENT IN EDUCATIONAL ORGANIZATIONS | 3 |
| EDU 623 | LEGAL ASPECTS OF EDUCATIONAL SYSTEMS                   | 3 |
| EDU 625 | GOVERNANCE AND FINANCING OF EDUCATION SYSTEMS (K-12)   | 3 |
| EDU 626 | ADMINISTRATION OF CURRICULUM AND INSTRUCTION           | 3 |

### EXPERIENTIAL COMPONENT

|         |            |   |
|---------|------------|---|
| EDU 699 | INTERNSHIP | 3 |
|---------|------------|---|

**GRAND TOTAL 36**

### B. SCHOOL ADMINISTRATION WITH ESOL ENDORSEMENT AS ABOVE WITH AN ADDITIONAL FIVE ESOL COURSES

#### ESOL ENDORSEMENT COURSES

|         |  |   |
|---------|--|---|
| EDU 521 | METHODS OF TEACHING ESOL FOR ESOL TRACK STUDENTS                       | 3 |
| EDU 522 | CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL                          | 3 |
| EDU 523 | CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING FOR ESOL TRACK STUDENTS | 3 |
| EDU 524 | APPLIED LINGUISTICS  | 3 |
| EDU 525 | TESTING AND EVALUATION IN ESOL   | 3 |

**TOTAL 15**

### C. HIGHER EDUCATION ADMINISTRATION

#### LEADERSHIP FOUNDATION

|         |  |   |
|---------|--|---|
| EDU 605 | INTRODUCTION TO EDUCATIONAL ADMINISTRATION           | 3 |
| EDU 624 | COMMUNICATION SKILLS                                 | 3 |
| EDU 630 | TRANSFORMATIONAL LEADERSHIP AND INNOVATION           | 3 |
| EDU 635 | TECHNOLOGY AND COMMUNICATION FOR EDUCATIONAL SYSTEMS | 3 |

#### EDUCATIONAL FOUNDATION

|         |   |   |
|---------|---|---|
| EDU 653 | TEACHING AND LEARNING AT THE HIGHER EDUCATION LEVEL | 3 |
| EDU 651 | AMERICAN HIGHER EDUCATION CURRICULAR ISSUES         | 3 |
| EDU 622 | CULTURAL DIVERSITY IN EDUCATIONAL SYSTEMS           | 3 |

#### PROFESSIONAL KNOWLEDGE

|         |  |   |
|---------|--|---|
| EDU 621 | HUMAN RESOURCE MANAGEMENT IN EDUCATIONAL ORGANIZATIONS | 3 |
| EDU 627 | HIGHER EDUCATION ECONOMIC FINANCE                      | 3 |
| EDU 650 | HIGHER EDUCATION LAW                                   | 3 |
| EDU 652 | ADMINISTRATION AND GOVERNANCE OF H. Ed. INSTITUTIONS   | 3 |

### EXPERIENTIAL COMPONENT

|         |            |   |
|---------|------------|---|
| EDU 699 | INTERNSHIP | 3 |
|---------|------------|---|

**GRAND TOTAL 36**

# COLLEGE OF HOSPITALITY MANAGEMENT

The College of Hospitality Management, founded in 1991, offers a baccalaureate degree program. The program is offered in the day division through a variety of venues. Blending academic and career preparation, the college equips graduates to manage change and exercise leadership to meet the dynamic needs of the global hospitality and sports industries.

Graduates leave the program with the knowledge, confidence and competencies to provide high-quality hospitality and sports management services. Prepared to meet the needs of the community-at-large, graduates develop a foundation that allows them to engage in professional practices that are ethical, competent, equality-focused; and, they are capable of implementing management strategies and tactics in a cost-effective manner. Typically, graduates from the program are committed to continuing personal and professional growth through lifelong learning.

## BACHELOR OF SCIENCE MAJOR: HOSPITALITY MANAGEMENT

Academic programs include a major in Hospitality Management (B.S.) with specializations in Resort and Hotel Management, Vacation Ownership/Timeshare Management, Club Management, Spa Management and Sports & Recreation Management. The B.S. is offered in the Day Division program only. Graduate degree programs are available in conjunction with the College of Business and Management through the M.B.A. specializations in Hospitality Management and Sports and Athletics Administration (see page 77). To obtain a bachelor's degree in Hospitality Management, students must fulfill the following core and program requirements:

### MAJOR: HOSPITALITY MANAGEMENT DEGREE REQUIREMENTS

#### CORE CURRICULUM REQUIREMENTS (see page 64) 37 CREDITS BUSINESS REQUIREMENTS 12 CREDITS

|             |                            |   |
|-------------|----------------------------|---|
| ___ MKT 250 | PRINCIPLES OF MARKETING    | 3 |
| ___ BUS 350 | HUMAN RESOURCES MANAGEMENT | 3 |
| ___ ACC 201 | FINANCIAL ACCOUNTING       | 3 |
| ___ BUS 270 | MANAGING ORGANIZATIONS     | 3 |

#### MAJOR REQUIREMENTS 39 CREDITS

|            |   |      |
|------------|---|------|
| ___ HA 100 | INTRODUCTION TO HOSPITALITY AND TOURISM                             | 3 or |
| ___ HA 125 | INTRODUCTION TO SPORTS & RECREATION MANAGEMENT (SRM Specialization) | 3    |
| ___ HA 290 | HOSPITALITY INTERNSHIP  | 4    |
| ___ HA 310 | HOSPITALITY LAW   | 3 or |
| ___ HA 313 | SPORTS LAW & RISK MANAGEMENT (SRM Specialization)                   | 3    |
| ___ HA 311 | MANAGERIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY                  | 3    |
| ___ HA 345 | FOOD PRODUCTION   | 3 or |
| ___ HA 326 | METHODS OF TEACHING SPORTS (SRM Specialization)                     | 3    |
| ___ HA 349 | FOOD AND BEVERAGE MANAGEMENT  | 3 or |
| ___ HA 338 | CONCESSIONS MANAGEMENT (SRM Specialization)                         | 3    |
| ___ HA 350 | MANAGEMENT INFORMATION SYSTEMS FOR THE HOSPITALITY INDUSTRY         | 3 or |
| ___ HA 306 | SPORTS – SPECIAL TOPICS (SRM Specialization)                        | 3    |
| ___ HA 355 | CUSTOMER SERVICE  | 3    |

|            |                                       |      |
|------------|---------------------------------------|------|
| ___ HA 375 | HOSPITALITY STRATEGIC MARKETING       | 3 or |
| ___ HA 376 | SPORTS MARKETING (SRM Specialization) | 3    |
| ___ HA 390 | HOSPITALITY INTERNSHIP                | 4    |
| ___ HA 481 | HOSPITALITY INDUSTRY SEMINAR          | 3    |
| ___ HA 490 | HOSPITALITY INTERNSHIP                | 4    |

#### SPECIALIZATIONS 16 CREDITS (SELECT ONE)

##### RESORT AND HOTEL MANAGEMENT 16 CREDITS

|            |  |   |
|------------|--|---|
| ___ HA 427 | FACILITY PLANNING, DESIGN AND MANAGEMENT           | 3 |
| ___ HA 428 | EVENT AND CONFERENCE MANAGEMENT                    | 3 |
| ___ HA 429 | REVENUE MANAGEMENT                                 | 3 |
| ___ HA 445 | ADVANCED FOOD PRODUCTION                           | 3 |
| ___ HA 493 | ADVANCED INTERNSHIP IN RESORT AND HOTEL MANAGEMENT | 4 |

##### VACATION OWNERSHIP/TIMESHARE MANAGEMENT 16 CREDITS

|            |   |   |
|------------|---|---|
| ___ HA 456 | RESORT MANAGEMENT AND OPERATIONS            | 3 |
| ___ HA 457 | PRINCIPLES OF VACATION OWNERSHIP            | 3 |
| ___ HA 458 | MARKETING STRATEGIES FOR VACATION OWNERSHIP | 3 |
| ___ HA 459 | INVENTORY MANAGEMENT FOR VACATION OWNERSHIP | 3 |
| ___ HA 491 | ADVANCED INTERNSHIP IN VACATION OWNERSHIP   | 4 |

##### CLUB MANAGEMENT 16 CREDITS

|            |   |   |
|------------|---|---|
| ___ HA 455 | CLUB FACILITIES MANAGEMENT                                  | 3 |
| ___ HA 484 | DEVELOPMENT OF RECREATIONAL PROGRAMS AND LEISURE ACTIVITIES | 3 |
| ___ HA 485 | TURF AND LANDSCAPE MANAGEMENT                               | 3 |
| ___ HA 488 | CLUB AND SPA MARKETING AND BUSINESS DEVELOPMENT             | 3 |
| ___ HA 496 | ADVANCED INTERNSHIP IN CLUB MANAGEMENT                      | 4 |

##### SPA MANAGEMENT 16 CREDITS

|            |   |   |
|------------|---|---|
| ___ HA 437 | SPA CUISINE                                     | 3 |
| ___ HA 438 | SPA OPERATIONS AND SERVICES MANAGEMENT          | 3 |
| ___ HA 488 | CLUB AND SPA MARKETING AND BUSINESS DEVELOPMENT | 3 |
| ___ HA 426 | HEALTH FACILITIES                               | 3 |
| ___ HA 492 | ADVANCED INTERNSHIP IN SPA MANAGEMENT           | 4 |

##### SPORTS AND RECREATION MANAGEMENT 16 CREDITS

|            |   |   |
|------------|---|---|
| ___ HA 413 | POLICY AND ETHICS IN SPORTS                                     | 3 |
| ___ HA 414 | ORGANIZATION AND MANAGEMENT IN PROFESSIONAL SPORTS              | 3 |
| ___ HA 415 | ORGANIZATION AND MANAGEMENT IN AMATEUR & INTERCOLLEGIATE SPORTS | 3 |
| ___ HA 416 | SPORTS AND RECREATION FACILITIES                                | 3 |
| ___ HA 494 | ADVANCED INTERNSHIP IN SPORTS AND RECREATION MANAGEMENT         | 4 |

##### ELECTIVES 18 CREDITS

|                          |  |   |
|--------------------------|--|---|
| ___ FREE ELECTIVE        |  | 3 |
| ___ FREE ELECTIVE        |  | 3 |
| ___ FREE ELECTIVE        |  | 3 |
| ___ FREE ELECTIVE        |  | 3 |
| ___ FREE ELECTIVE (300+) |  | 3 |
| ___ FREE ELECTIVE (300+) |  | 3 |



# EUGENE M. AND CHRISTINE E. LYNN COLLEGE OF INTERNATIONAL COMMUNICATION

The Lynn College of International Communication (CIC) provides students with the knowledge, skills and experience necessary to build successful communications careers in the global media marketplace. The college is committed to blending a strong liberal arts concentration with hands-on experience in radio, television, film, theatre, print, graphic design, photography and the new media in order to best prepare students for leadership roles.

Communication theory courses, both domestic and international in scope, enable students to develop and enhance critical thinking skills and gain a comprehensive command of written and oral expression. The college also provides students with invaluable training in the latest communications technology, with an emphasis on multimedia journalism, radio, television, film/video production, and graphic design. The unique combination of theory, practice and internships gives students a solid foundation for success in the competitive fields of international communications.

## Facilities

A state-of-the-art digital facility houses broadcast and cinema production and postproduction centers that enable students to develop pre-professional skills and an advanced understanding of studio, field, and news production and non-linear editing. The faculty provides educational experiences in producing, directing, writing, camera work, lighting, set design, editing, media performance, journalism, public relations, advertising, photography, computer animation and graphic design. Instructional facilities for the new media promote the early adoption of developing technologies into the mass media mix, including Web design and maintenance, audio/video streaming on the Internet, interactive business presentations and interactive mass media.

## UNDERGRADUATE PROGRAM

The Lynn College of International Communication offers courses leading to a Bachelor of Arts in six areas, including

- Advertising and Public Relations
- Communication, Media and Politics
- Drama
- Film Studies
- Multimedia Journalism
- Radio, Television and Internet Media

A Bachelor of Science is available in

- Graphic Design
- Illustration/Computer Animation
- Photography

All major programs in the Lynn College of International Communication are designed for students who seek career-building or graduate school preparation. They offer a foundation in the process of communication and the flow of information through the mass and/or interpersonal media. Students go on to achieve a level of professional competency in their specific major. Several majors such as Film Studies, Multimedia Journalism, Radio, Television and Internet Media, Graphic Design, Computer Animation, and Photography have a strong production emphasis. Others, including Advertising and PR, Drama, and Communication, Media and Politics place greater emphasis on theory. All majors include components in history and development of the field, legal issues, and interpretive skills. Additionally, the college facilitates the placement of students in both domestic and international internship positions.

With a faculty composed of teacher-scholars and academically trained media practitioners, the college prepares students for successful careers in a rapidly changing global community. Students majoring in the programs complete the following requirements:

- a university core curriculum of 37 credits
- a major curriculum of 54 credits
- an additional 29 elective credits that may include courses toward a minor, general electives from other university programs, or additional courses in the Lynn College of International Communication

## Policy Regarding Internship

Up to six credits of internship are available to students who have completed 90 credit hours and a minimum cumulative GPA of 2.5. Students who do not meet the GPA requirement may take additional upper-level courses in the major. A maximum of six credits of internship may apply toward graduation.

## Policy Regarding Transfer of Credits

A grade of C or higher is required for course work transferred from other schools. Credits earned toward an associate degree or at a two-year college transfer as freshman and sophomore (100 and 200) level courses. Students transferring an associate degree in communication, journalism, graphic design or a related field must complete 45 credit hours of upper-level (300 and 400) course work.

## BACHELOR OF ARTS (B.A.)

### MAJOR: ADVERTISING AND PUBLIC RELATIONS

#### CORE CURRICULUM REQUIREMENTS

**37 CREDITS**

#### MAJOR REQUIREMENTS

**54 CREDITS**

|             |                                      |   |
|-------------|--------------------------------------|---|
| ___ COM 101 | FUNDAMENTALS OF COMMUNICATION        | 3 |
| ___ COM 130 | FILM APPRECIATION                    | 3 |
| ___ COM 301 | INTERPERSONAL COMMUNICATION          | 3 |
| ___ COM 221 | ORAL INTERPRETATION                  | 3 |
| ___ COM 233 | WORLD DRAMA                          | 3 |
| ___ COM 350 | COMMUNICATION LAW AND ETHICS         | 3 |
| ___ COM 360 | COMMUNICATION THEORIES               | 3 |
| ___ COM 381 | COMMUNICATION ANALYSIS AND CRITICISM | 3 |
| ___ COM 451 | INTERCULTURAL COMMUNICATION          | 3 |
| ___ COM 475 | SENIOR COMMUNICATION SEMINAR         | 3 |

(COM 140, 145 & 150 may be substituted for COM 301, 221, & 233)

#### EIGHT COURSES FROM THE FOLLOWING

|             |                                   |    |
|-------------|-----------------------------------|----|
| ___ COM 140 | AUDIO PRODUCTION                  | 3  |
| ___ COM 145 | TELEVISION PRODUCTION I           | 3  |
| ___ MKT 250 | PRINCIPLES OF MARKETING           | 3  |
| ___ COM 280 | CONTENT DESIGN                    | 3  |
| ___ COM 299 | TOPICS IN COMMUNICATION           | 3  |
| ___ COM 310 | ONLINE AND PRINT JOURNALISM I     | 3  |
| ___ COM 321 | GENDER COMMUNICATION              | 3  |
| ___ COM 330 | ORGANIZATIONAL COMMUNICATION      | 3  |
| ___ COM 340 | ADVERTISING WRITING AND DESIGN    | 3* |
| ___ COM 341 | PERSUASION AND PROPAGANDA         | 3  |
| ___ MKT 350 | ADVERTISING                       | 3  |
| ___ GVC 350 | ADVERTISING DESIGN AND PRODUCTION | 3  |
| ___ COM 365 | MAGAZINE PRODUCTION               | 3  |
| ___ COM 375 | ADVERTISING AND SOCIETY           | 3* |
| ___ COM 399 | ISSUES IN COMMUNICATION           | 3  |
| ___ COM 440 | PUBLIC RELATIONS                  | 3* |
| ___ COM 451 | INTERCULTURAL COMMUNICATION       | 3  |

\*Required courses

Courses taken in the university core may not apply toward major requirements.

**FREE ELECTIVES****MINIMUM 29 CREDITS**

Electives may be a minor, general elective, or additional courses in the college and should be selected after consultation with an academic advisor.

Students must complete a minimum of 45 credits that are upper division (300+ level) and fulfill university graduation requirements.

**TOTAL CREDITS 120****BACHELOR OF ARTS (B.A.)****MAJOR: COMMUNICATION, MEDIA AND POLITICS****CORE CURRICULUM REQUIREMENTS****37 CREDITS****MAJOR REQUIREMENTS****54 CREDITS**

|             |                                      |   |
|-------------|--------------------------------------|---|
| ___ COM 101 | FUNDAMENTALS OF COMMUNICATION        | 3 |
| ___ COM 130 | FILM APPRECIATION                    | 3 |
| ___ COM 301 | INTERPERSONAL COMMUNICATION          | 3 |
| ___ COM 221 | ORAL INTERPRETATION                  | 3 |
| ___ COM 233 | WORLD DRAMA                          | 3 |
| ___ COM 350 | COMMUNICATION LAW AND ETHICS         | 3 |
| ___ COM 360 | COMMUNICATION THEORIES               | 3 |
| ___ COM 381 | COMMUNICATION ANALYSIS AND CRITICISM | 3 |
| ___ COM 451 | INTERCULTURAL COMMUNICATION          | 3 |
| ___ COM 475 | SENIOR COMMUNICATION SEMINAR         | 3 |

**EIGHT COURSES FROM THE FOLLOWING:**

|             |                              |    |
|-------------|------------------------------|----|
| ___ LAN     | FOREIGN LANGUAGE I           | 3  |
| ___ LAN     | FOREIGN LANGUAGE II          | 3  |
| ___ COM 299 | TOPICS IN COMMUNICATION      | 3  |
| ___ COM 305 | MEDIA AND SOCIETY            | 3* |
| ___ COM 320 | WORLD MEDIA                  | 3  |
| ___ COM 321 | GENDER COMMUNICATION         | 3* |
| ___ COM 325 | WRITING FOR RADIO-TV-FILM    | 3  |
| ___ COM 330 | ORGANIZATIONAL COMMUNICATION | 3  |
| ___ COM 341 | PERSUASION AND PROPAGANDA    | 3* |
| ___ COM 375 | ADVERTISING AND SOCIETY      | 3  |
| ___ COM 399 | ISSUES IN COMMUNICATION      | 3  |
| ___ COM 430 | INTERNATIONAL FILM HISTORY   | 3  |
| ___ COM 435 | MEDIA MANAGEMENT             | 3  |
| ___ COM 440 | PUBLIC RELATIONS             | 3  |
| ___ COM 495 | COMMUNICATION RESEARCH       | 3  |

\*Required courses

Courses taken in the university core may not apply toward major requirements.

**FREE ELECTIVES****MINIMUM 29 CREDITS**

Electives may be a minor, general elective, or additional courses in the college and should be selected after consultation with an academic advisor.

Students must complete a minimum of 45 credits that are upper division (300+ level) and fulfill university graduation requirements.

**TOTAL CREDITS 120****BACHELOR OF ARTS (B.A.)****MAJOR: DRAMA****CORE CURRICULUM REQUIREMENTS****37 CREDITS****MAJOR REQUIREMENTS****54 CREDITS**

|             |                              |   |
|-------------|------------------------------|---|
| ___ COM 105 | INTRODUCTION TO MASS MEDIA   | 3 |
| ___ COM 110 | INTRODUCTION TO JOURNALISM   | 3 |
| ___ COM 130 | FILM APPRECIATION            | 3 |
| ___ COM 140 | AUDIO PRODUCTION             | 3 |
| ___ COM 145 | TV PRODUCTION I              | 3 |
| ___ COM 150 | FILM PRODUCTION I            | 3 |
| ___ COM 305 | MEDIA AND SOCIETY            | 3 |
| ___ COM 350 | COMMUNICATION LAW AND ETHICS | 3 |
| ___ COM 360 | COMMUNICATION THEORIES       | 3 |
| ___ COM 475 | SENIOR COMMUNICATION SEMINAR | 3 |

**EIGHT COURSES FROM THE FOLLOWING:**

|             |   |    |
|-------------|---|----|
| ___ COM 113 | THEATRE APPRECIATION  | 3  |
| ___ COM 103 | ACTING I  | 3  |
| ___ COM 203 | ACTING II   | 3* |
| ___ COM 213 | STAGECRAFT  | 3  |
| ___ COM 223 | DIRECTING THE ACTOR   | 3* |
| ___ COM 233 | WORLD DRAMA   | 3  |
| ___ COM 253 | IMPROVISATION   | 3  |
| ___ COM 303 | ACTING III  | 3  |
| ___ COM 313 | HISTORY OF THE THEATRE:<br>FROM THE ANCIENTS TO SHAKESPEARE | 3  |
| ___ COM 315 | NARRATIVE WRITING FOR FILM AND TV                           | 3  |
| ___ COM 323 | HISTORY OF THE THEATRE: MODERN AND<br>CONTEMPORARY DRAMA    | 3* |
| ___ COM 353 | ACTING FOR THE CAMERA                                       | 3  |
| ___ COM 363 | DRAMA PRACTICUM   | 3  |
| ___ COM 373 | VOICE AND MOVEMENT  | 3  |

\*Required courses

Courses taken in the university core may not apply toward major requirements.

**FREE ELECTIVES****MINIMUM 29 CREDITS**

Electives may be a minor, general elective, or additional courses in the college and should be selected after consultation with an academic advisor.

Students must complete a minimum of 45 credits that are upper division (300+ level) and fulfill university graduation requirements.

**TOTAL CREDITS 120****BACHELOR OF ARTS (B.A.)****MAJOR: FILM STUDIES****CORE CURRICULUM REQUIREMENTS****37 CREDITS****MAJOR REQUIREMENTS****54 CREDITS**

|             |                              |   |
|-------------|------------------------------|---|
| ___ COM 105 | INTRODUCTION TO MASS MEDIA   | 3 |
| ___ COM 110 | INTRODUCTION TO JOURNALISM   | 3 |
| ___ COM 130 | FILM APPRECIATION            | 3 |
| ___ COM 140 | AUDIO PRODUCTION             | 3 |
| ___ COM 145 | TV PRODUCTION I              | 3 |
| ___ COM 150 | FILM PRODUCTION I            | 3 |
| ___ COM 305 | MEDIA AND SOCIETY            | 3 |
| ___ COM 350 | COMMUNICATION LAW AND ETHICS | 3 |
| ___ COM 360 | COMMUNICATION THEORIES       | 3 |
| ___ COM 475 | SENIOR COMMUNICATION SEMINAR | 3 |

**EIGHT COURSES FROM THE FOLLOWING:**

|             |                                   |   |
|-------------|-----------------------------------|---|
| ___ COM 225 | STORYBOARDING                     | 3 |
| ___ COM 235 | FILM HISTORY (1895-1950)          | 3 |
| ___ COM 255 | FILM AND TV EDITING               | 3 |
| ___ COM 265 | FILM PRODUCTION II                | 3 |
| ___ COM 299 | TOPICS IN COMMUNICATION           | 3 |
| ___ COM 315 | NARRATIVE WRITING FOR FILM AND TV | 3 |
| ___ COM 325 | WRITING FOR RADIO-TV-FILM         | 3 |
| ___ COM 335 | FILM HISTORY (1950-PRESENT)       | 3 |
| ___ COM 355 | FILM PRACTICUM                    | 3 |
| ___ COM 380 | DOCUMENTARY PRODUCTION            | 3 |
| ___ COM 399 | ISSUES IN COMMUNICATION           | 3 |
| ___ COM 410 | FILM THEORY                       | 3 |
| ___ COM 430 | INTERNATIONAL FILM HISTORY        | 3 |
| ___ COM 450 | ADVANCED RADIO/TV/FILM PRODUCTION | 3 |

Courses taken in the university core may not apply toward major requirements.

**FREE ELECTIVES****MINIMUM 29 CREDITS**

Electives may be a minor, general elective, or additional courses in the college and should be selected after consultation with an academic advisor.

Students must complete a minimum of 45 credits that are upper division (300+ level) and fulfill university graduation requirements.

**TOTAL CREDITS 120****BACHELOR OF ARTS (B.A.)****MAJOR: MULTIMEDIA JOURNALISM****CORE CURRICULUM REQUIREMENTS****37 CREDITS****MAJOR REQUIREMENTS****54 CREDITS**

|             |                              |   |
|-------------|------------------------------|---|
| ___ COM 105 | INTRODUCTION TO MASS MEDIA   | 3 |
| ___ COM 110 | INTRODUCTION TO JOURNALISM   | 3 |
| ___ COM 130 | FILM APPRECIATION            | 3 |
| ___ COM 140 | AUDIO PRODUCTION             | 3 |
| ___ COM 145 | TV PRODUCTION I              | 3 |
| ___ COM 150 | FILM PRODUCTION I            | 3 |
| ___ COM 305 | MEDIA AND SOCIETY            | 3 |
| ___ COM 350 | COMMUNICATION LAW AND ETHICS | 3 |
| ___ COM 360 | COMMUNICATION THEORIES       | 3 |
| ___ COM 475 | SENIOR COMMUNICATION SEMINAR | 3 |

**EIGHT COURSES FROM THE FOLLOWING:**

|             |                                |   |
|-------------|--------------------------------|---|
| ___ COM 210 | BROADCAST NEWS REPORTING       | 3 |
| ___ COM 243 | BROADCAST PERFORMANCE          | 3 |
| ___ COM 280 | CONTENT DESIGN                 | 3 |
| ___ COM 299 | TOPICS IN COMMUNICATION        | 3 |
| ___ COM 310 | ONLINE AND PRINT JOURNALISM I  | 3 |
| ___ COM 320 | WORLD MEDIA                    | 3 |
| ___ COM 341 | PERSUASION AND PROPAGANDA      | 3 |
| ___ COM 365 | MAGAZINE PRODUCTION            | 3 |
| ___ COM 380 | DOCUMENTARY PRODUCTION         | 3 |
| ___ COM 385 | ONLINE AND PRINT JOURNALISM II | 3 |
| ___ COM 390 | PHOTOJOURNALISM                | 3 |
| ___ COM 399 | ISSUES IN COMMUNICATION        | 3 |
| ___ COM 440 | PUBLIC RELATIONS               | 3 |
| ___ COM 490 | BROADCAST NEWS PROJECT         | 3 |
| ___ COM 495 | COMMUNICATION RESEARCH         | 3 |

Courses taken in the university core may not apply toward major requirements.

**FREE ELECTIVES****MINIMUM 29 CREDITS**

Electives may be a minor, general elective, or additional courses in the college and should be selected after consultation with an academic advisor.

Students must complete a minimum of 45 credits that are upper division (300+ level) and fulfill university graduation requirements.

**TOTAL CREDITS 120****BACHELOR OF ARTS (B.A.)****MAJOR: RADIO, TELEVISION AND INTERNET MEDIA****CORE CURRICULUM REQUIREMENTS****37 CREDITS****MAJOR REQUIREMENTS****54 CREDITS**

|             |                              |   |
|-------------|------------------------------|---|
| ___ COM 105 | INTRODUCTION TO MASS MEDIA   | 3 |
| ___ COM 110 | INTRODUCTION TO JOURNALISM   | 3 |
| ___ COM 130 | FILM APPRECIATION            | 3 |
| ___ COM 140 | AUDIO PRODUCTION             | 3 |
| ___ COM 145 | TV PRODUCTION I              | 3 |
| ___ COM 150 | FILM PRODUCTION I            | 3 |
| ___ COM 305 | MEDIA AND SOCIETY            | 3 |
| ___ COM 350 | COMMUNICATION LAW AND ETHICS | 3 |
| ___ COM 360 | COMMUNICATION THEORIES       | 3 |
| ___ COM 475 | SENIOR COMMUNICATION SEMINAR | 3 |

**EIGHT COURSES FROM THE FOLLOWING:**

|             |                                   |   |
|-------------|-----------------------------------|---|
| ___ COM 210 | BROADCAST NEWS REPORTING          | 3 |
| ___ COM 243 | BROADCAST PERFORMANCE             | 3 |
| ___ COM 245 | TELEVISION PRODUCTION II          | 3 |
| ___ COM 255 | FILM AND TV EDITING               | 3 |
| ___ COM 299 | TOPICS IN COMMUNICATION           | 3 |
| ___ COM 300 | AUDIO PRACTICUM                   | 3 |
| ___ COM 315 | NARRATIVE WRITING FOR FILM AND TV | 3 |
| ___ COM 325 | WRITING FOR RADIO-TV-FILM         | 3 |
| ___ COM 345 | TV PRACTICUM                      | 3 |
| ___ COM 370 | MEDIA PROGRAMMING                 | 3 |
| ___ COM 380 | DOCUMENTARY PRODUCTION            | 3 |
| ___ COM 399 | ISSUES IN COMMUNICATION           | 3 |
| ___ COM 435 | MEDIA MANAGEMENT                  | 3 |
| ___ COM 450 | ADVANCED RADIO/TV/FILM PRODUCTION | 3 |
| ___ COM 490 | BROADCAST NEWS PROJECT            | 3 |
| ___ COM 495 | COMMUNICATION RESEARCH            | 3 |

Courses taken in the university core may not apply toward major requirements.

**FREE ELECTIVES****MINIMUM 29 CREDITS**

Electives may be a minor, general elective, or additional courses in the college and should be selected after consultation with an academic advisor.

Students must complete a minimum of 45 credits that are upper division (300+ level) and fulfill university graduation requirements.

**TOTAL CREDITS 120**

## BACHELOR OF SCIENCE (B.S.)

### MAJOR: GRAPHIC DESIGN

**CORE CURRICULUM REQUIREMENTS 37 CREDITS**

**MAJOR REQUIREMENTS 54 CREDITS**

|             |                              |   |
|-------------|------------------------------|---|
| ___ GVC 105 | DRAWING                      | 3 |
| ___ GVC 120 | DESIGN                       | 3 |
| ___ GVC 220 | COMMERCIAL LAYOUT AND DESIGN | 3 |
| ___ GVC 230 | GRAPHICS I                   | 3 |
| ___ GVC 240 | COLOR THEORY                 | 3 |
| ___ GVC 360 | DIGITAL IMAGING              | 3 |
| ___ GVC 265 | PHOTOGRAPHY                  | 3 |
| ___ GVC 390 | TYPOGRAPHY                   | 3 |
| ___ GVC 490 | PORTFOLIO AND EXHIBITION     | 3 |
| ___ GVC 493 | PROFESSIONAL PRACTICES       | 3 |

#### EIGHT COURSES FROM THE FOLLOWING:

|             |  |    |
|-------------|--|----|
| ___ GVC 260 | HISTORY OF GRAPHIC DESIGN                  | 3* |
| ___ GVC 299 | TOPICS IN GRAPHIC AND VISUAL COMMUNICATION | 3  |
| ___ COM 305 | MEDIA AND SOCIETY                          | 3  |
| ___ GVC 330 | GRAPHICS II                                | 3* |
| ___ GVC 340 | DIGITAL ILLUSTRATION                       | 3* |
| ___ CMS 340 | WEB SITE DESIGN                            | 3  |
| ___ GVC 350 | ADVERTISING DESIGN AND PRODUCTION          | 3  |
| ___ COM 350 | COMMUNICATION LAW AND ETHICS               | 3  |
| ___ GVC 370 | CORPORATE IDENTITY                         | 3  |
| ___ GVC 399 | ISSUES IN GRAPHIC AND VISUAL COMMUNICATION | 3  |
| ___ GVC 430 | GRAPHICS PRACTICUM                         | 3  |
| ___ GVC 440 | GRAPHIC DESIGN PRODUCTION                  | 3  |
| ___ GVC 450 | ADVANCED GRAPHIC DESIGN                    | 3* |
| ___ GVC 460 | ADVANCED TYPOGRAPHY                        | 3  |
| ___ GVC 480 | VISUAL COMMUNICATION SEMINAR               | 4  |
| ___ GVC 499 | MAJOR THESIS                               | 4  |

\* Required courses

Courses taken in the university core may not apply toward major requirements.

**FREE ELECTIVES MINIMUM 29 CREDITS**

Electives may be a minor, general elective, or additional courses in the college and should be selected after consultation with an academic advisor.

Students must complete a minimum of 45 credits that are upper division (300+ level) and fulfill university graduation requirements.

**TOTAL CREDITS 120**

## BACHELOR OF SCIENCE (B.S.)

### MAJOR: ILLUSTRATION/COMPUTER ANIMATION

**CORE CURRICULUM REQUIREMENTS 37 CREDITS**

**MAJOR REQUIREMENTS 54 CREDITS**

|             |                              |   |
|-------------|------------------------------|---|
| ___ GVC 105 | DRAWING                      | 3 |
| ___ GVC 120 | DESIGN                       | 3 |
| ___ GVC 220 | COMMERCIAL LAYOUT AND DESIGN | 3 |
| ___ GVC 240 | COLOR THEORY                 | 3 |
| ___ GVC 230 | GRAPHICS I                   | 3 |
| ___ GVC 360 | DIGITAL IMAGING              | 3 |
| ___ GVC 265 | PHOTOGRAPHY                  | 3 |
| ___ GVC 390 | TYPOGRAPHY                   | 3 |
| ___ GVC 490 | PORTFOLIO AND EXHIBITION     | 3 |
| ___ GVC 493 | PROFESSIONAL PRACTICES       | 3 |

#### EIGHT COURSES FROM THE FOLLOWING:

|             |  |   |
|-------------|--|---|
| ___ COM 225 | STORYBOARDING                              | 3 |
| ___ GVC 205 | THREE-DIMENSIONAL COMPUTER MODELING        | 3 |
| ___ GVC 299 | TOPICS IN GRAPHIC AND VISUAL COMMUNICATION | 3 |
| ___ COM 299 | TOPICS IN COMMUNICATION                    | 3 |
| ___ GVC 305 | THREE-DIMENSIONAL COMPUTER ANIMATION       | 3 |
| ___ GVC 335 | ILLUSTRATION                               | 3 |
| ___ GVC 340 | DIGITAL ILLUSTRATION                       | 3 |
| ___ GVC 363 | PAINTING MATERIALS                         | 3 |
| ___ GVC 380 | THREE DIMENSIONAL DESIGN                   | 3 |
| ___ GVC 399 | ISSUES IN GRAPHIC AND VISUAL COMMUNICATION | 3 |
| ___ COM 399 | ISSUES IN COMMUNICATION                    | 3 |
| ___ GVC 480 | VISUAL COMMUNICATION SEMINAR               | 4 |
| ___ GVC 499 | MAJOR THESIS                               | 4 |

Courses taken in the university core may not apply toward major requirements.

**FREE ELECTIVES MINIMUM 29 CREDITS**

Electives may be a minor, general elective, or additional courses in the college and should be selected after consultation with an academic advisor.

Students must complete a minimum of 45 credits that are upper division (300+ level) and fulfill university graduation requirements.

**TOTAL CREDITS 120**

## BACHELOR OF SCIENCE (B.S.)

### MAJOR: PHOTOGRAPHY

**CORE CURRICULUM REQUIREMENTS 37 CREDITS**

**MAJOR REQUIREMENTS 54 CREDITS**

|             |                              |   |
|-------------|------------------------------|---|
| ___ GVC 105 | DRAWING                      | 3 |
| ___ GVC 120 | DESIGN                       | 3 |
| ___ GVC 220 | COMMERCIAL LAYOUT AND DESIGN | 3 |
| ___ GVC 240 | COLOR THEORY                 | 3 |
| ___ GVC 230 | GRAPHICS I                   | 3 |
| ___ GVC 360 | DIGITAL IMAGING              | 3 |
| ___ GVC 265 | PHOTOGRAPHY                  | 3 |
| ___ GVC 390 | TYPOGRAPHY                   | 3 |
| ___ GVC 490 | PORTFOLIO AND EXHIBITION     | 3 |
| ___ GVC 493 | PROFESSIONAL PRACTICES       | 3 |

#### EIGHT COURSES FROM THE FOLLOWING:

|             |  |   |
|-------------|--|---|
| ___ COM 145 | TELEVISION PRODUCTION I                    | 3 |
| ___ COM 150 | FILM PRODUCTION I                          | 3 |
| ___ GVC 299 | TOPICS IN GRAPHIC AND VISUAL COMMUNICATION | 3 |
| ___ COM 305 | MEDIA AND SOCIETY                          | 3 |
| ___ GVC 365 | COLOR PHOTOGRAPHY                          | 3 |
| ___ GVC 375 | HISTORY OF PHOTOGRAPHY                     | 3 |
| ___ GVC 385 | HISTORY OF ANIMATION                       | 3 |
| ___ COM 390 | PHOTOJOURNALISM                            | 3 |
| ___ GVC 399 | ISSUES IN GRAPHIC AND VISUAL COMMUNICATION | 3 |
| ___ GVC 445 | APPLIED PHOTOGRAPHY                        | 3 |
| ___ COM 450 | ADVANCED RADIO/TV/FILM PRODUCTION          | 3 |
| ___ GVC 455 | ADVANCED PHOTOGRAPHY                       | 3 |
| ___ GVC 480 | VISUAL COMMUNICATION SEMINAR               | 4 |
| ___ GVC 499 | MAJOR THESIS                               | 4 |

Courses taken in the university core may not apply toward major requirements.

**FREE ELECTIVES**

Electives may be a minor, general elective, or additional courses in the college and should be selected after consultation with an academic advisor.

Students must complete a minimum of 45 credits that are upper division (300+ level) and fulfill university graduation requirements.

**MINIMUM 29 CREDITS****TOTAL CREDITS 120****UNDERGRADUATE MINOR**

Students pursuing the bachelor's degree in other colleges and/or academic programs at Lynn University may complete a minor in the College of International Communication. The minor curriculum requires students to complete five courses/15 credits.

**ADVERTISING AND PUBLIC RELATIONS MINOR****15 credits**

|             |                                  |   |
|-------------|----------------------------------|---|
| ___ COM 101 | FUNDAMENTALS OF COMMUNICATION or |   |
| ___ COM 105 | INTRODUCTION TO MASS MEDIA       | 3 |
| ___ COM 280 | CONTENT DESIGN                   | 3 |
| ___ COM 340 | ADVERTISING WRITING AND DESIGN   | 3 |
| ___ COM 375 | ADVERTISING AND SOCIETY          | 3 |
| ___ COM 440 | PUBLIC RELATIONS                 | 3 |

**COMMUNICATION, MEDIA AND POLITICS****15 credits**

|             |                                      |   |
|-------------|--------------------------------------|---|
| ___ COM 101 | FUNDAMENTALS OF COMMUNICATION or     |   |
| ___ COM 105 | INTRODUCTION TO MASS MEDIA           | 3 |
| ___ COM 243 | BROADCAST PERFORMANCE                | 3 |
| ___ COM 321 | GENDER COMMUNICATION                 | 3 |
| ___ COM 341 | PERSUASION AND PROPAGANDA            | 3 |
| ___ COM 381 | COMMUNICATION ANALYSIS AND CRITICISM | 3 |

**DRAMA****15 credits**

|             |   |   |
|-------------|---|---|
| ___ COM 103 | ACTING I  | 3 |
| ___ COM 203 | ACTING II   | 3 |
| ___ COM 303 | ACTING III  | 3 |
| ___ COM 323 | HISTORY OF THE THEATRE: MODERN AND CONTEMPORARY DRAMA | 3 |
| ___ COM 373 | VOICE AND MOVEMENT                                    | 3 |

**FILM STUDIES****15 credits**

|             |                                   |   |
|-------------|-----------------------------------|---|
| ___ COM 130 | FILM APPRECIATION                 | 3 |
| ___ COM 150 | FILM PRODUCTION I                 | 3 |
| ___ COM 335 | FILM HISTORY (1950-PRESENT)       | 3 |
| ___         | APPROVED UPPER LEVEL FILM COURSES | 6 |

**GRAPHIC DESIGN****15 credits**

|             |                      |   |
|-------------|----------------------|---|
| ___ GVC 120 | DESIGN               | 3 |
| ___ GVC 230 | GRAPHICS I           | 3 |
| ___ GVC 340 | DIGITAL ILLUSTRATION | 3 |
| ___ GVC 360 | DIGITAL IMAGING      | 3 |
| ___ GVC 390 | TYPOGRAPHY           | 3 |

**ILLUSTRATION/COMPUTER ANIMATION****15 credits**

|             |                                      |   |
|-------------|--------------------------------------|---|
| ___ GVC 105 | DRAWING                              | 3 |
| ___ COM 225 | STORYBOARDING                        | 3 |
| ___ GVC 205 | THREE-DIMENSIONAL COMPUTER MODELING  | 3 |
| ___ GVC 305 | THREE-DIMENSIONAL COMPUTER ANIMATION | 3 |
| ___ GVC 335 | ILLUSTRATION                         | 3 |

**MULTIMEDIA JOURNALISM****15 credits**

|             |                               |   |
|-------------|-------------------------------|---|
| ___ COM 110 | INTRODUCTION TO JOURNALISM    | 3 |
| ___ COM 210 | BROADCAST NEWS REPORTING or   |   |
| ___ COM 280 | CONTENT DESIGN                | 3 |
| ___ COM 310 | ONLINE AND PRINT JOURNALISM I | 3 |
| ___ COM 390 | PHOTOJOURNALISM               | 3 |
| ___ COM 365 | MAGAZINE PRODUCTION or        |   |
| ___ COM 490 | BROADCAST NEWS PROJECT        | 3 |

**PHOTOGRAPHY****15 credits**

|             |                      |   |
|-------------|----------------------|---|
| ___ GVC 105 | DRAWING              | 3 |
| ___ GVC 265 | PHOTOGRAPHY          | 3 |
| ___ GVC 365 | COLOR PHOTOGRAPHY    | 3 |
| ___ GVC 445 | APPLIED PHOTOGRAPHY  | 3 |
| ___ GVC 455 | ADVANCED PHOTOGRAPHY | 3 |

**RADIO, TELEVISION AND INTERNET MEDIA****15 credits**

|             |   |   |
|-------------|---|---|
| ___ COM 105 | INTRODUCTION TO MASS MEDIA  | 3 |
| ___ COM 140 | AUDIO PRODUCTION or   |   |
| ___ COM 145 | TV PRODUCTION I   | 3 |
| ___         | APPROVED UPPER LEVEL RADIO, TELEVISION AND INTERNET MEDIA COURSES | 9 |

**GRADUATE PROGRAM****MASTER OF SCIENCE (M.S.) IN COMMUNICATION AND MEDIA**

The Master of Science in Communication and Media is an advanced degree designed for media professionals and recent baccalaureate graduates who plan careers as media scholars and/or practitioners. The program emphasizes the application of technology and new media delivery systems in the evolving mass media environment.

**Completion Requirements**

1. Complete the degree in four calendar years from the date of a student's initial registration or student may be held to any new degree requirements.
2. Maintain a cumulative 3.0 GPA and achieve a C (2.0) grade or higher in each course.
3. Complete 36 graduate credits, including 30 credits of required courses in the M.S. program and six credits of a creative project/thesis.

**Curriculum**

The curriculum seeks a balance of theory and practice by incorporating a substantive foundation of mass communication theory, research, law, and history with multiple layers of practical application in content production and delivery.

The interdisciplinary nature of the degree permits students who have undergraduate degrees in a variety of majors to enter the program without penalty. Students without an undergraduate degree in a media-related discipline may be required to complete a limited number of lower-level courses.

The M.S. in Communication and Media is made up of 30 credit hours of academic courses and six credit hours of a creative project or thesis. The creative project/thesis is determined and evaluated by the candidate's graduate committee. M.S. graduate committees are composed of the candidate's major professor and two members of the graduate faculty.

**CURRICULUM OVERVIEW: M.S. IN COMMUNICATION AND MEDIA**

|         |                               |
|---------|-------------------------------|
| COM 500 | MASS COMMUNICATION THEORY     |
| COM 505 | MASS COMMUNICATION HISTORY    |
| COM 510 | MASS COMMUNICATION TECHNOLOGY |

|         |                                       |
|---------|---------------------------------------|
| COM 515 | MASS COMMUNICATION LAW AND REGULATION |
| COM 520 | MASS COMMUNICATION RESEARCH METHODS   |
| COM 525 | INTERNATIONAL MASS COMMUNICATION      |
| COM 540 | TOPICS IN MASS COMMUNICATION I        |
| COM 545 | TOPICS IN MASS COMMUNICATION II       |
| COM 560 | GRADUATE MEDIA PRACTICUM I            |
| COM 565 | GRADUATE MEDIA PRACTICUM II           |
| COM 590 | CREATIVE PROJECT/THESIS SEMINAR I     |
| COM 595 | CREATIVE PROJECT/THESIS SEMINAR II    |

### Creative Project/Thesis

Students have the option to complete a creative project or a thesis. The project/thesis must adhere to the guidelines established by the Eugene M. and Christine E. Lynn College of International Communication.

The creative project offers candidates an opportunity and the means to demonstrate the acquisition, mastery and integration of knowledge and skills in communication and media. Students are expected to select a creative project that fits professional and career objectives.

The thesis is an original work conducted with scholarly rigor. The work must demonstrate the mastery of research skills and be theoretically significant. Students who wish to pursue doctoral studies are encouraged to choose the thesis option.

### Grading of the Creative Project/Thesis

All projects/theses must be completed within one year of the date of the accepted proposal. The creative project culminates in a public presentation and the thesis project in an oral defense. The creative project/thesis is graded on a pass/fail basis. In the event of a failing grade, students may resubmit their work within 90 days of the decision.

Students who fail to complete COM 595 – CREATIVE PROJECT/THESIS SEMINAR II in the term following completion of COM 590 – CREATIVE PROJECT/THESIS SEMINAR I must reenroll in COM 595 for one credit in subsequent terms.

### Completion of the Creative Project/Thesis

Upon successful completion of the creative project/thesis, the student must submit two copies, one for the university library and one for the Lynn College of International Communication.

## CONSERVATORY OF MUSIC

The mission of the Conservatory of Music at Lynn University is to provide high-quality professional performance education for gifted young musicians and set a superior standard for music performance education worldwide. Primary among the goals of the conservatory is the nurture and education of the student body with a thorough attention to musicianship, artistry and skills needed to be competitive in the field of music performance. The aim is to train instrumental music students of high achievement through intensive programs of study in order to prepare them for performance careers. The conservatory faculty forms a community of exceptionally accomplished and dedicated individuals striving toward similar goals. The artist-faculty maintain active performance careers and bring their experience and expertise to the aspiring student body.

The conservatory offers baccalaureate and post-baccalaureate level programs of study to music students who have previously had extensive preparation in musical performance. The program focuses on rigorous, professional performance instruction and offers a full and progressive curriculum leading to the Bachelor of Music – Performance Degree, Professional Performance Certificate or Master of Music in Performance Degree. Students are selected for enrollment from across the United States and globally through a stringent audition process. Artistic talent and ability are the primary criteria for admission. In addition to the Bachelor of Music degree, the conservatory offers a Bachelor of Arts degree with a major in music. This latter degree is designed for the undergraduate music student who is interested in a liberal arts education with a broad range of topics. The Bachelor of Arts degree also offers the music student the opportunity to have a minor in a different discipline. Following are the requirements for obtaining degrees from the conservatory:

## UNDERGRADUATE PROGRAM

### BACHELOR OF MUSIC (B.M.)

#### MAJOR: MUSIC PERFORMANCE

This is a four-year program of study for students of piano, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, trumpet, French horn, trombone, bass trombone, tuba or percussion. The curriculum for this degree combines courses in advanced music performance, music academics, music skills and general academics and prepares students both for employment in the professional world and to continue their education at the graduate level.

#### CORE CURRICULUM REQUIREMENTS

**37 CREDITS\***

#### MAJOR REQUIREMENTS

**60 CREDITS\***

|                 |  |          |
|-----------------|--|----------|
| ___ MUS 301     | APPLIED MUSIC-MAJOR INSTRUMENT                         | 32       |
| ___ MUG 280     | MUSIC ENTREPRENEURSHIP                                 | 3***     |
| ___ MUG 301     | BASIC CONDUCTING                                       | 3        |
| ___ MUG 329     | PEDAGOGY   | 3        |
| ___ MUH 300     | MUSIC OF THE MEDIEVAL, RENAISSANCE AND BAROQUE PERIODS | 3**/***  |
| ___ MUH 301     | MUSIC OF THE CLASSICAL PERIOD                          | 3**/***  |
| ___ MUH 302     | MUSIC OF THE ROMANTIC PERIOD                           | 3**      |
| ___ MUH 303     | MUSIC OF THE TWENTIETH CENTURY                         | 3**      |
| ___ MUR 200     | JURY   | 0        |
| ___ MUR 300     | JUNIOR RECITAL   | 0        |
| ___ MUR 301     | PERFORMANCE FORUM                                      | 0        |
| ___ MUR 400     | SENIOR RECITAL   | 0        |
| ___ MUT 150-251 | EAR TRAINING I-IV                                      | 4**      |
| ___ MUT 200     | FUNDAMENTALS OF MUSIC I                                | 3**/**** |

|             |                           |     |
|-------------|---------------------------|-----|
| ___ MUT 201 | FUNDAMENTALS OF MUSIC II  | 3** |
| ___ MUT 300 | FUNDAMENTALS OF MUSIC III | 3** |
| ___ MUT 301 | FUNDAMENTALS OF MUSIC IV  | 3** |

|                  |                        |                  |
|------------------|------------------------|------------------|
| <b>ELECTIVES</b> |                        | <b>6 CREDITS</b> |
| ___ MUH 300+     | MUSIC HISTORY ELECTIVE | 3                |
| ___ MUT 300+     | MUSIC THEORY ELECTIVE  | 3                |

|   |  |                   |
|---|--|-------------------|
| <b>FOR STRINGS, WINDS, BRASS AND PERCUSSION</b> |  | <b>20 CREDITS</b> |
| ___ MUR 312                                     | MOCK AUDITION  | 0                 |
| ___ MUS 131-232                                 | SECONDARY PIANO I-IV                                     | 4**               |
| ___ MUS 311                                     | SMALL ENSEMBLE   | 8                 |
| ___ MUS 321                                     | LARGE ENSEMBLE   | 8                 |
| ___ MUS 325                                     | BRASS REPERTOIRE (BRASS STUDENTS ONLY)                   | 0                 |
| ___ MUS 323                                     | WIND ENSEMBLE (WIND, BRASS and PERCUSSION STUDENTS ONLY) | 0                 |

|                     |   |                   |
|---------------------|---|-------------------|
| <b>FOR PIANISTS</b> |   | <b>18 CREDITS</b> |
| ___ MUP 313-414     | KEYBOARD SKILLS FOR PIANISTS I-IV         | 4**               |
| ___ MUS/MUP 311     | SMALL ENSEMBLE/ENSEMBLE ARTS FOR PIANISTS | 8                 |
| ___ MUP 325         | PIANO LITERATURE                          | 3                 |
| ___ FREE ELECTIVE   |   | 3                 |

**STRINGS, WINDS, BRASS AND PERCUSSION TOTAL CREDITS: 123**

**PIANO TOTAL CREDITS: 121**

\* Note: Some major requirements substitute for core requirements.

\*\* Credits may be awarded through placement examination. MUH courses pertain to transfer students only.

\*\*\* MUH 300 and 301 take the place of the six-credit HUM requirements in the Core Curriculum Requirements. MUG 280 takes the place of BUS 210 in the Core Curriculum Requirements.

\*\*\*\* A student may also be required to register for MUT 099 (Rudiments of Theory) based on his or her music theory placement exam results. MUT 099 is taken in addition to Freshman-Level Theory (MUT 200). Credit does not count toward the degree.

## BACHELOR OF ARTS (B.A.)

### MAJOR: MUSIC

This four-year program of study includes music and academic courses firmly rooted in the liberal arts. The program is designed for undergraduate students who are interested in a broad program of general education rather than intense specialization. Because of the program's flexibility, music majors also are able to minor in a different discipline.

Students completing this program will be able to:

- think, speak and write clearly and effectively
- understand mathematical, physical and biological concepts
- address culture and history from a variety of angles
- understand and experience arts other than music
- develop and defend musical judgments
- understand the compositional process and the different musical styles and how these shape and are shaped by cultural sources
- work conceptually and in practice with the elements of music—rhythm, melody, harmony and structure
- perform in a variety of musical styles

### CORE CURRICULUM REQUIREMENTS 37 CREDITS\*

|                           |  |                   |
|---------------------------|--|-------------------|
| <b>MAJOR REQUIREMENTS</b> |  | <b>42 CREDITS</b> |
| ___ MUS 303               | PRINCIPAL INSTRUMENT                                   | 12                |
| ___ MUS 311/321           | ENSEMBLE (SMALL or LARGE)                              | 2                 |
| ___ MUH 300               | MUSIC OF THE MEDIEVAL, RENAISSANCE AND BAROQUE PERIODS | 3**               |
| ___ MUH 301               | MUSIC OF THE CLASSICAL PERIOD                          | 3**               |
| ___ MUH 302               | MUSIC OF THE ROMANTIC PERIOD                           | 3**               |
| ___ MUH 303               | MUSIC OF THE TWENTIETH CENTURY                         | 3**               |
| ___ MUT 150-251           | EAR TRAINING I-IV                                      | 4**               |
| ___ MUT 200               | FUNDAMENTALS OF MUSIC I                                | 3**/***           |
| ___ MUT 201               | FUNDAMENTALS OF MUSIC II                               | 3**               |
| ___ MUT 300               | FUNDAMENTALS OF MUSIC III                              | 3**               |
| ___ MUT 301               | FUNDAMENTALS OF MUSIC IV                               | 3**               |

|                     |                  |                  |
|---------------------|------------------|------------------|
| <b>FOR PIANISTS</b> |                  | <b>3 CREDITS</b> |
| ___ MUP 325         | PIANO LITERATURE | 3                |

|                         |                      |                  |
|-------------------------|----------------------|------------------|
| <b>FOR NON-PIANISTS</b> |                      | <b>2 CREDITS</b> |
| ___ MUS 131-132         | SECONDARY PIANO I-II | 2                |

|   |   |                   |
|---|---|-------------------|
| <b>ELECTIVES</b>                                  |   | <b>39 CREDITS</b> |
| ___ FREE ELECTIVE (NON-MUSIC)                     |   | 3                 |
| ___ FREE ELECTIVE (NON-MUSIC)                     |   | 3                 |
| ___ FREE ELECTIVE (NON-MUSIC)                     |   | 3                 |
| ___ FREE ELECTIVE (NON-MUSIC)                     |   | 3                 |
| ___ FREE ELECTIVE                                 |   | 3                 |
| ___ GVC GRAPHIC AND VISUAL COMMUNICATION ELECTIVE |   | 3                 |
| ___ MU- 300+                                      | MUSIC ELECTIVE  | 3                 |
| ___ ENG 300+                                      | ENGLISH ELECTIVE  | 3                 |
| ___ HIS/IRPS 300+                                 | HISTORY/INTERNATIONAL RELATIONS/ POLITICAL SCIENCE ELECTIVE | 3                 |
| ___ PSY/SOC/CRJ 300+                              | BEHAVIORAL SCIENCE ELECTIVE (PSY /SOC/ CRJ)                 | 3                 |
| ___ HUM 300+                                      | HUMANITIES ELECTIVE   | 3                 |
| ___ HUM/GVC 300+                                  | HUMANITIES OR GRAPHIC AND VISUAL COMMUNICATION ELECTIVE     | 3                 |
| ___ 300+  | FREE ELECTIVE   | 3                 |

**PIANO TOTAL CREDITS: 121**

**NON-PIANISTS TOTAL CREDITS: 120**

\* HUM 102 may not be taken by B.A. students with a major in music in fulfillment of core requirements.

\*\* Credits may be awarded through placement examination. MUH courses pertain to transfer students only.

\*\*\*A student may also be required to register for MUT 099 (Rudiments of Theory) based on his or her music theory placement exam results. MUT 099 is taken in addition to Freshman-Level Theory (MUT 200). Credit does not count toward the degree.

### MUSIC MINOR

Designed to complement any degree program, the Music minor allows a student with an interest in music and/or a previous background in music performance to enhance their appreciation and understanding by taking courses in the fundamentals of music history and music theory. While applied music instruction is not required as part of the Music minor, private instrumental lessons are available to the student as a general elective with the course MUS 100 Elective in Instrumental Lessons. A minor in

Music consists of a minimum of 15 credit hours in music. Course work includes a minimum of nine (9) upper divisional level (300+) credits and is specified by the Conservatory of Music as:

|             |   |   |
|-------------|---|---|
| ___ MUT 200 | FUNDAMENTALS OF MUSIC I:<br>COUNTERPOINT/ELEMENTARY HARMONY | 3 |
| ___ MUT 201 | FUNDAMENTALS OF MUSIC II:<br>ADVANCED HARMONY               | 3 |

Two courses selected from the following four courses (6 credits total):

|             |   |   |
|-------------|---|---|
| ___ MUH 300 | MUSIC OF THE MEDIEVAL, RENAISSANCE<br>AND BAROQUE PERIODS | 3 |
| ___ MUH 301 | MUSIC OF THE CLASSICAL PERIOD                             | 3 |
| ___ MUH 302 | MUSIC OF THE ROMANTIC PERIOD                              | 3 |
| ___ MUH 303 | MUSIC OF THE TWENTIETH CENTURY                            | 3 |

One course selected from the following six courses (3 credits total):

|             |   |   |
|-------------|---|---|
| ___ MUH 300 | MUSIC OF THE MEDIEVAL, RENAISSANCE<br>AND BAROQUE PERIODS | 3 |
| ___ MUH 301 | MUSIC OF THE CLASSICAL PERIOD                             | 3 |
| ___ MUH 302 | MUSIC OF THE ROMANTIC PERIOD                              | 3 |
| ___ MUH 303 | MUSIC OF THE TWENTIETH CENTURY                            | 3 |
| ___ MUT 300 | FUNDAMENTALS OF MUSIC III:<br>TONAL ANALYSIS              | 3 |
| ___ MUT 301 | FUNDAMENTALS OF MUSIC IV:<br>TWENTIETH CENTURY THEORY     | 3 |

## GRADUATE PROGRAM

### MASTER OF MUSIC (M.M.) IN PERFORMANCE

This is a two-year program of study at the post-baccalaureate level for students of piano, collaborative piano, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, trumpet, French horn, trombone, bass trombone, tuba or percussion, with primary focus on advanced performance and the preparation of students for the professional world. Students will hone their technical skills, expand their repertoire, acquire performance experience, and develop the ability to communicate an artistic vision. Each student will have the opportunity to bring his/her talent to fruition through extensive performance experiences and through expanded theoretical and historical knowledge. Academic and practical training will provide comprehension, application and synthesis of knowledge.

The Master of Music degree in Performance is designed to prepare each candidate for a variety of music and music-related professions. Its purpose is to train the graduate student and to provide this student with the tools needed to attain professional competence and specialization in the area of performance.

#### M.M. Degree Completion Requirements

1. Complete the degree in four calendar years from the date on a student's initial registration or may be held to any new degree requirements.
2. Maintain a cumulative 3.0 GPA and achieve a C (2.0) grade or higher in each course.
3. Complete 36 credits of music courses, including four semesters of applied music study (16 credits, 20 credits for pianists), four academic music courses (12 credits) and various performance requirements (a full recital, a concerto performance, a chamber work performance—each 0 credit). String, wind, brass and percussion students are required to complete four semesters of large ensemble (4 credits), four semesters of small ensemble (4 credits) and perform a mock audition (0 credit). Piano and Collaborative Piano students are required to complete four semesters of small ensemble or ensemble arts for pianists (4 credits) and perform a sight reading jury for pianists (0 credit).

#### Master of Music Program Learning Outcomes

- Analyze career goals.
- Develop music entrepreneurial perspectives.
- Develop professional orchestral etiquette, including the responsibilities of the principal chairs, professional behavior in rehearsal and on stage, and experience of playing in multiple locations with different conditions of space, acoustics, lighting, etc.
- Obtain experience in simulated auditions for acceptance into a professional symphony orchestra.
- Demonstrate ability to communicate with an audience both affectively and intellectually.
- Achieve artistic and technical independence through analysis of practical/technical problems and independent development of solutions.
- Demonstrate application of problem-solving methods offered by instructor and of the student's own device.
- Recognize categories of technical challenges and application of learned procedures to overcome the problems.
- Critique work and evaluate performance and progress.
- Gain extensive public performance experience.
- Gain experience in various aspects of orchestral music performance, including tone color, articulation, dynamics, phrasing and pacing.
- Demonstrate technical mastery of the instrument.
- Apply teaching methods and techniques.
- Analyze and evaluate educational challenges, educational materials and curricula.
- Analyze, both theoretically and historically, works to be prepared for performance, and base performance on this analysis by using available audio/visual resources to stay abreast of artistic developments.
- Gather and analyze music historical material from available electronic databases.
- Perform major chamber music works, accomplishing above goals as a part of a group and without a conductor.
- Perform at least one full solo concerto within a public context.
- Perform a full recital in public as a capstone project.
- Demonstrate profound knowledge of the repertoire for his or her specific instrument and plan as a professionally presented degree recital.
- Recognize music entrepreneurial and educational cycles caused by the expanding and fluctuating cultural experience.
- Demonstrate depth of knowledge of historical styles of composition and performance.
- Demonstrate sensitivity in performance to compositional structure.
- Analyze music academic enrichment in Music History and Music Theory.
- Demonstrate mastery of classical music performance in the chosen instrument via performance of four prerequisites:
  - Concerto
  - Chamber Music
  - Mock Audition/Sight-Reading for Pianists
  - Full Recital
- Investigate opportunities in the field of music education in institutions of higher education.
- Demonstrate preparation for acceptance to doctoral music performance programs.
- Demonstrate preparation for advanced professional classical music performance positions in society.
- Demonstrate preparation for teaching positions in institutions of higher education.



## M.M. IN PERFORMANCE

### GENERAL MUSIC REQUIREMENTS 12 CREDITS

|              |   |     |
|--------------|---|-----|
| MUG 580      | MUSIC ENTREPRENEURSHIP                    | 3   |
| MUH 530      | BIBLIOGRAPHY AND RESEARCH SKILLS          | 3   |
| MUR 501      | PERFORMANCE FORUM                         | 0   |
| MUR 511      | PERFORMANCE REQUIREMENT: CONCERTO         | 0*  |
| MUR 513      | PERFORMANCE REQUIREMENT: CHAMBER WORK     | 0   |
| MUR 600      | PERFORMANCE REQUIREMENT: GRADUATE RECITAL | 0** |
| MUH/MUT 500+ | MUSIC HISTORY/THEORY ELECTIVE             | 3   |
| MUH/MUT 500+ | MUSIC HISTORY/THEORY ELECTIVE             | 3   |

### FOR STRINGS, WINDS, BRASS, AND PERCUSSION 24 CREDITS

|         |   |    |
|---------|---|----|
| MUS 501 | APPLIED MUSIC-MAJOR INSTRUMENT                              | 16 |
| MUR 512 | PERFORMANCE REQUIREMENT: MOCK AUDITION                      | 0  |
| MUS 511 | SMALL ENSEMBLE  | 4  |
| MUS 521 | LARGE ENSEMBLE  | 4  |
| MUS 525 | BRASS REPERTOIRE (BRASS STUDENTS ONLY)                      | 0  |
| MUS 523 | WIND ENSEMBLE<br>(WIND, BRASS AND PERCUSSION STUDENTS ONLY) | 0  |

### FOR PIANISTS 24 CREDITS

|             |  |    |
|-------------|--|----|
| MUS 501     | APPLIED MUSIC-MAJOR INSTRUMENT                 | 20 |
| MUS/MUP 511 | SMALL ENSEMBLE/ENSEMBLE ARTS<br>FOR PIANISTS   | 4  |
| MUR 514     | PERFORMANCE REQUIREMENT:<br>SIGHT READING JURY | 0  |

### TOTAL CREDITS 36

\* This course will not be required of students specializing in Collaborative Piano, but instead, the student will be assigned a minimum of five instrumental students to accompany each semester.

\*\* Students specializing in Collaborative Piano will be required to perform two complete student collaborative recitals.

## GRADUATE CERTIFICATE PROGRAM

### PROFESSIONAL PERFORMANCE CERTIFICATE (PPC)

This is a two-year program of study at the post-baccalaureate level for students of piano, collaborative piano, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, trumpet, French horn, trombone, bass trombone, tuba or percussion, with primary focus on advanced music performance education.

The requirements for completion of this program include intensive applied study with specific performance requirements encompassing recitals, concerti, orchestral excerpts and chamber music. In addition, students enrolled in the Professional Performance Certificate program fulfill their remaining performance requirements in a preferred area of specialization (i.e., solo, chamber music, orchestral or a combination of these).

Entrance to the Professional Performance Certificate program is limited to those who have completed a Bachelor of Music in Performance degree or an approved equivalent course of study and who pass an entrance audition on their major instrument.

### PROFESSIONAL PERFORMANCE CERTIFICATE (PPC)

#### GENERAL MUSIC REQUIREMENTS 16 CREDITS

|         |   |     |
|---------|---|-----|
| MUS 501 | APPLIED MUSIC-MAJOR INSTRUMENT            | 16  |
| MUR 501 | PERFORMANCE FORUM                         | 0   |
| MUR 511 | PERFORMANCE REQUIREMENT: CONCERTO         | 0*  |
| MUR 513 | PERFORMANCE REQUIREMENT: CHAMBER WORK     | 0   |
| MUR 600 | PERFORMANCE REQUIREMENT: GRADUATE RECITAL | 0** |

#### FOR STRINGS, WINDS, BRASS AND PERCUSSION 8 CREDITS

|          |  |   |
|----------|--|---|
| MUR 512  | PERFORMANCE REQUIREMENT: MOCK AUDITION   | 0 |
| MUS 511  | SMALL ENSEMBLE   | 4 |
| MUS 521  | LARGE ENSEMBLE   | 4 |
| MUS 522  | BRASS REPERTOIRE (BRASS STUDENTS ONLY)   | 0 |
| MUS 525  | WIND ENSEMBLE (WIND, BRASS AND<br>PERCUSSION STUDENTS ONLY)  | 0 |
| MUS 500+ | PERFORMANCE REQUIREMENT:<br>CONCERTO/CHAMBER/MOCK AUDITION<br>(2 ADDITIONAL REQUIREMENTS IN ANY COMBINATION) | 0 |

#### FOR PIANISTS 4 CREDITS

|             |   |      |
|-------------|---|------|
| MUS/MUP-511 | SMALL ENSEMBLE/ENSEMBLE ARTS<br>FOR PIANISTS  | 4    |
| MUR 514     | PERFORMANCE REQUIREMENT:<br>SIGHT READING JURY  | 0    |
| MUR 500+    | PERFORMANCE REQUIREMENT:<br>CONCERTO/CHAMBER WORK<br>(2 ADDITIONAL REQUIREMENTS IN ANY COMBINATION) | 0*** |

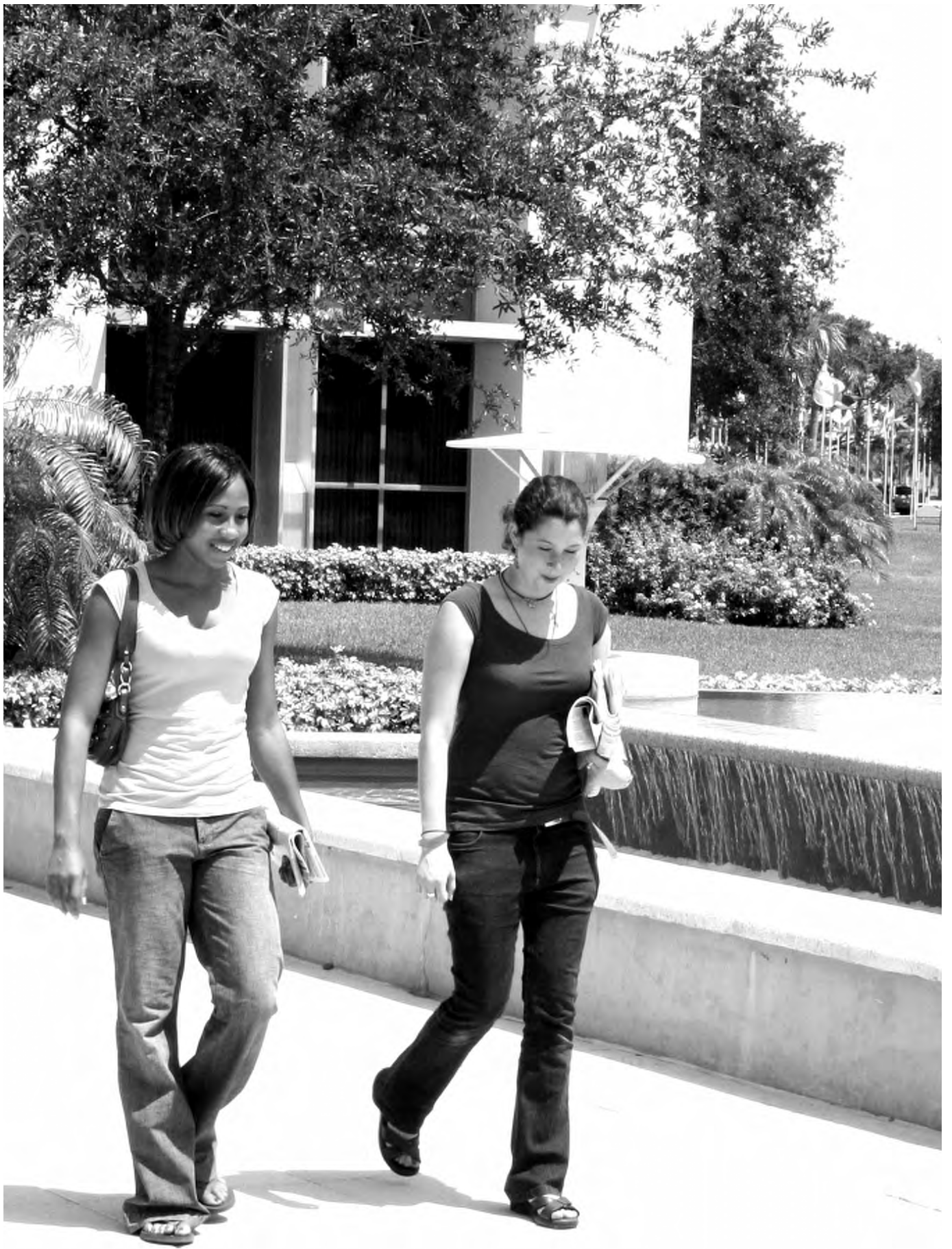
**STRINGS, WINDS, BRASS, AND PERCUSSION TOTAL CREDITS: 24**

**PIANO TOTAL CREDITS: 20**

\* This course will not be required of students specializing in Collaborative Piano, but instead, the student will be assigned a minimum of eight instrumental students to accompany each semester.

\*\* Students specializing in Collaborative Piano will be required to perform two complete student collaborative recitals.

\*\*\*For this requirement, students specializing in Collaborative Piano will choose their 2 additional requirements from the following: MUS 500+ Performance Requirement: Chamber and/or an additional student collaborative recital in any combination.



## Chapter IX.

# Undergraduate and Graduate Course Descriptions

A course description indicates that the university is currently offering the course; however, if a degree program is discontinued, the courses offered for that program shall be restricted to those students previously enrolled in the program.

### Undergraduate Course Designation Guide

|      |   |
|------|---|
| ACC  | Accounting                                |
| AFS  | Air Force Studies                         |
| AVM  | Aviation Management                       |
| BUS  | Business                                  |
| CED  | Continuing Education                      |
| CMS  | Computer Management Systems               |
| COM  | Communication/Mass Communication          |
| CRJ  | Criminal Justice                          |
| EDM  | Emergency and Disaster Management         |
| EDU  | Education                                 |
| ENG  | English                                   |
| GVC  | Graphic and Visual Communication          |
| HA   | Hospitality Management                    |
| HIS  | History                                   |
| HNR  | Honors Seminars                           |
| HS   | Human Services                            |
| HUM  | Humanities                                |
| INB  | International Business                    |
| INT  | International Internship                  |
| IRPS | International Relations/Political Science |
| LAN  | Language                                  |
| LDR  | Leadership                                |
| MAT  | Mathematics                               |
| MKT  | Marketing                                 |
| MUG  | Music General                             |
| MUH  | Music History                             |
| MUP  | Music for Pianists                        |
| MUR  | Music Recitals/Performances               |
| MUS  | Applied Music/Ensembles                   |
| MUT  | Music Theory                              |
| PSY  | Psychology                                |
| SCI  | Science                                   |
| SOC  | Sociology                                 |
| TSR  | Transfer Seminar                          |

### Graduate Course Designation Guide

|     |                                       |
|-----|---------------------------------------|
| CJA | Criminal Justice Administration       |
| COM | Communication and Media               |
| EDL | Educational Leadership                |
| EDU | Education                             |
| EPA | Emergency Planning and Administration |
| HA  | Hospitality Administration            |
| LDR | Leadership                            |
| MBA | Master of Business Administration     |
| MS  | Master of Science                     |
| MUG | Music General                         |
| MUH | Music History                         |
| MUP | Music for Pianists                    |
| MUR | Music Recitals/Performances           |
| MUS | Applied Music/Ensembles               |
| MUT | Music Theory                          |
| PSY | Psychology                            |
| RES | Research                              |
| SAM | Sports and Athletics Administration   |

### Course Number Guide

The first (left-hand) digit of the course number has the following significance:

|                             |                                    |
|-----------------------------|------------------------------------|
| Freshman Courses            | 100 Level (lower division courses) |
| Sophomore Courses           | 200 Level (lower division courses) |
| Junior Courses              | 300 Level (upper division courses) |
| Senior Courses              | 400 Level (upper division courses) |
| Master Level Courses        | 500 Level                          |
| Master and Doctoral Courses | 600-700 Levels                     |
| Doctoral Courses            | 800-900 Levels                     |

**Note:** Course numbers 297, 397 and 497 (one to three credit hours) denote independent research projects or other approved phases of research or independent study. They are available in all disciplines, and the prerequisite is the permission of the appropriate college dean.

## COURSE DESCRIPTIONS

### **ACC 201 ACCOUNTING FOR FINANCIAL REPORTING 3 credits**

A study of the fundamental principles and procedures of accounting as applied to the sole proprietorships, partnerships and corporations. Emphasis is on the accounting cycle, asset valuation, income determination and preparation of financial statements. Advisory note: Students receiving a grade less than C may experience academic difficulty in ACC 202.

### **ACC 202 ACCOUNTING FOR DECISION MAKING 3 credits**

The study of managerial or cost accounting concepts and techniques with applications to planning and control. Emphasis is on cost-profit-volume analysis, branch accounting, variable and absorption costing, cash flows, budgets and statement analysis. Prerequisite: ACC 201.

### **AFS 100 FOUNDATIONS OF THE U.S. AIR FORCE 1 credit**

This course is designed to show the potential Air Force Officer what role today's Air Force plays in defense of our nation, what role they can fill in today's Air Force, and finally what the Air Force offers them both today in AFROTC and later, should they choose the Air Force as a profession after AFROTC.

### **AFS 101 FOUNDATIONS OF THE US AIR FORCE 1 credit**

A continuation of AFS 100. Prerequisite: AFS 100. Offered: Spring.

### **AFS 200 EVOLUTION OF USAF AIR/SPACE POWER 1 credit**

This course is designed to examine general aspects of air and space power through a historical perspective. We will cover the time period from the first balloons and dirigibles to the space-age global positioning systems to the Persian Gulf War. Historical examples will be provided to extrapolate the development of Air Force capabilities and missions to demonstrate the evolution of what has become today's US Air Force air and space power.

### **AFS 201 EVOLUTION OF USAF AIR/SPACE POWER 1 credit**

A continuation of AFS 200. Prerequisite: AFS 200. Offered: Spring.

### **AFS 300 LEADERSHIP AND MANAGEMENT 3 credits**

This is a survey course designed to give cadets an overview of the subject; it is not a content course. Covered are listening, speaking and writing skills in the peculiar Air Force format. Additionally, students will be expected to comprehend various aspects of Air Force leadership, individual leadership, Air Force officers' duties and responsibilities, and apply concepts of ethical behavior.

### **AFS 301 LEADERSHIP AND MANAGEMENT 3 credits**

A continuation of AFS 300. Prerequisite AFS 300. Offered: Spring.

### **AFS 400 NATIONAL SECURITY POLICY 3 credits**

Focus is on the examination of the national security process, regional studies, advanced military justice, civilian control of the military, preparation for active duty, and current issues affecting military professionalism.

### **AFS 401 NATIONAL SECURITY POLICY 3 credits**

A continuation of AFS 400. Prerequisite AFS 400. Offered: Spring.

### **AVM 102 AVIATION HISTORY 3 credits**

A survey of the entire spectrum of aviation, its evolution from balloons to supersonic transports and space travel, its contemporary situation and problems, and its potential.

### **AVM 120 PRIMARY FLIGHT THEORY AND TRAINING, SOLO 3 credits**

Provides the student with the theoretical knowledge and practical skills to successfully meet all FAA requirements for solo flight under FAR Part 141 in a single-engine, land class airplane. Lab fee: \$100.

### **AVM 121 PRIMARY FLIGHT THEORY AND TRAINING, PPL 3 credits**

Provides the student with the theoretical knowledge and practical skill to successfully complete all FAA written, oral and flight training requirements for the award of the Private Pilot License for single-engine, land class aircraft as required under FAR Part 141. Lab fee: \$100. Prerequisite: AVM 120.

### **AVM 220 INSTRUMENT FLIGHT THEORY AND TRAINING, BASIC 3 credits**

Instrument flight theory and training accomplished in compliance with FAR Part 141 that prepares the student to successfully accomplish a ground and flight progress check covering basic attitude instrument flying and basic instrument navigation. Lab fee: \$100. Prerequisite: AVM 121.

### **AVM 221 INSTRUMENT FLIGHT THEORY AND TRAINING, ADVANCED 3 credits**

Advanced instrument flight theory and training accomplished in compliance with FAR Part 141 that prepares the student for the FAA written, oral and flight training leading to the instrument rating. Lab fee: \$100. Prerequisite: AVM 220.

### **AVM 226 AVIATION WEATHER 3 credits**

A study of atmospheric phenomena, weather principles, forecasting techniques and weather information dissemination as they relate to and impact flight operations.

### **AVM 230 COMMERCIAL FLIGHT THEORY 3 credits**

Provides the required flight theory and prepares the student for the FAA written and oral tests for the commercial pilot certificate. Prerequisite: AVM 221, or instrument rating. Lab fee: \$100.

### **AVM 231 COMMERCIAL FLIGHT TRAINING 1 credit**

Completes the required flight knowledge and skills, and prepares the student for the FAA flight test leading to the commercial pilot certificate. Prerequisite: AVM 221 or instrument rating.

### **AVM 250 AVIATION SAFETY AND HUMAN FACTORS 3 credits**

A study of the physiological, psychological and physical factors that directly affect air operations and flight safety. Included are reviews and discussions of safety parameters and aircraft accidents and incidents that reflect human factor involvement.

### **AVM 310 FLIGHT INSTRUCTION METHODS AND PROCEDURES 4 credits**

Methodology and requirements of flight instruction that prepare the student for the FAA flight instructor's examination. Flight training and successful completion of all training requirements for the commercial flight instructor's ratings are involved. Lab fee: \$30.

### **AVM 330 AIR TRANSPORTATION INDUSTRY 3 credits**

An overview of the contemporary air transportation industry, both domestic and foreign, including the industry's evolution, structure, regulation, administration, aircraft and its future.

### **AVM 331 AVIATION REGULATION AND LAW 3 credits**

A study of the evolution of aviation regulation and law that together govern air transportation and the aviation industry. Included are certain sections of current Federal Aviation Regulations (FARs), landmark court cases that have significantly affected air travel, and various conventions and agreements by which domestic and international air transportation are governed.

**AVM 346 FIXED-BASE OPERATIONS MANAGEMENT****3 credits**

An analysis of all aspects of fixed-base operations, including flight training, charters and rentals, contract services, transient flight operations and community relations. Study also will include an overview of the contemporary air transportation industry, both domestic and foreign, including the industry's evolution, structure, regulation, administration and its aircraft.

**AVM 441 AIRLINE AND AIRPORT OPERATIONS MANAGEMENT****3 credits**

An analysis of the application of contemporary management techniques to the airline and airport industries. Included are management functions, current issues, domestic and foreign operations, domestic and foreign regulations, aircraft selection, labor relations, airport master plans and strategic planning. The course will include a major student project.

**AVM 471 AIRLINE EMERGENCY CABIN TRAINING****3 credits**

At the completion of this course, students will have a basic understanding of airline emergency situation procedures and demonstrate the ability to make appropriate responses. Includes 30 hours of classroom instruction and 15 hours of practical demonstration and practice on aircraft mockups and use of emergency equipment. Prerequisite: Enrollment in the aviation program or approval of the department head.

**AVM 472 B-727 PILOT FAMILIARIZATION****3 credits**

At the completion of this course, students will have a basic understanding of major B-727 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They also will be familiar with preflight planning requirements, to include aircraft limitations and performance, weight and balance computations and use of the National Airspace System. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications. Includes 45 hours of classroom and part task mockup (PTM) instruction.

**AVM 473 B-727 PILOT SIMULATOR FAMILIARIZATION****3 credits**

At the completion of this course students will have basic knowledge and skills for the operation of primary and secondary cockpit controls of the B-727. They will be able to perform normal take-offs and landings, climbs and descents, and turns to headings. They will be able to control the aircraft in both visual and instrument flight conditions. In addition, they will practice and demonstrate basic understanding of steep turns, approach to stalls, emergency descents, instrument approaches and other advanced maneuvers. They also will experience abnormal and emergency flight situations and demonstrate a basic understanding of appropriate pilot responses. Includes 45 hours of instruction. Includes 20 hours in a full flight simulator (motion and visual). Ten hours will be pilot-in-command (PIC) instruction while occupying the captain position, and 10 hours will be support duties from the first officer position, or as an observer. In addition, each four-hour simulator session will include a one-hour briefing and a one-hour debriefing.

**AVM 474 B-737 PILOT FAMILIARIZATION****3 credits**

At the completion of this course, students will have a basic understanding of major B-737 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They also will be familiar with preflight planning requirements, to include aircraft limitations and performance, weight and balance computations, and use of the National Airspace System. Includes 45 hours of classroom and part task mockup (PTM) instruction. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications.

**AVM 475 B-737 PILOT SIMULATOR FAMILIARIZATION****3 credits**

At the completion of this course, students will have basic knowledge and skills for the operation of primary and secondary cockpit controls of the B-737. They will be able to perform normal take-offs and landings, climbs and descents, and turns to headings. They will be able to control the aircraft in both visual and instrument flight conditions. In addition, they will practice and demonstrate basic understanding of steep turns, approach to stalls, emergency descents, instrument approaches and other advanced maneuvers. They also will experience abnormal and emergency flight situations and demonstrate a basic understanding of appropriate pilot responses. Includes 45 hours of instruction. Includes 20 hours in a full flight simulator (motion and visual). Ten hours will be pilot-in-command (PIC) instruction while occupying the captain position, and 10 hours will be support duties from the first officer position, or as an observer. In addition, each four-hour simulator session will include a one-hour briefing and a one-hour debriefing.

**AVM 476 B-747 PILOT FAMILIARIZATION****3 credits**

At the completion of this course, students will have a basic understanding of major B-747 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They also will be familiar with preflight planning requirements, to include aircraft limitations and performance, weight and balance computations and use of the National Airspace System. Includes 45 hours of classroom and part task mockup (PTM) instruction. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications.

**AVM 477 AIRLINE TRANSPORT PILOT (ATP) CERTIFICATE****3 credits**

This course will result in attaining the Airline Transport Pilot (ATP) certificate. Lynn University is authorized under our FAR Part 142 certificate to provide ATP training. The syllabus is FAA approved. Lynn students will receive academic credit for this work. A student may take the ATP credit or the 737 familiarization credit, but not both. Prerequisites: FAA Commercial License and 1500 flying hours. A lab fee is required.

**AVM 481 AVIATION SEMINAR****3 credits**

A series of discussions and analysis of contemporary management problems in aviation. Individual student research and reports are required. Prerequisite: Permission of advisor/dean.

**BUS 101 APPAREL INDUSTRY****3 credits**

An examination of the scope of fashion industry opportunities. The production and distribution of fashion products are explored, leading to an awareness of interaction of various aspects of the industry. Offered: Fall.

**BUS 170 MICROECONOMICS****3 credits**

Introduces the student to the basic principles of microeconomics, which are concerned with the interrelationship of individual business firms, industries, consumers, workers and other factors of production that comprise a modern economy.

**BUS 171 MACROECONOMICS****3 credits**

Introduces the student to the basic principles of macroeconomic concepts and their importance in our economy. Concepts include national income, total consumption, total investment and the influence of the nation's economy upon contemporary social problems.

**BUS 210 ENTREPRENEURSHIP****3 credits**

This course explores the spirit of entrepreneurship and its importance in achieving personal success. The examination of entrepreneurship is done in the context of students' acquiring a fundamental knowledge of economic principles. Topics covered include the law of supply and demand, business cycle, monetary and fiscal policies, and creativity and innovation.

**BUS 211 PERSONAL FINANCIAL MANAGEMENT** **3 credits**  
This course is designed to increase financial literacy in order to improve personal financial decision making. Topics to be covered include budgeting, credit, taxes, insurance, and investing. The course has a strong practical orientation, which facilitates the learning process.

**BUS 228 COMMUNICATIONS AND PROFESSIONAL BUSINESS PRESENTATIONS** **3 credits**  
A study of the principles and practices underlying administrative communications. Beginning with an exploration of the needs of a communication system within organizations, the course focuses on the nature and effects of organizational design, interpersonal and role-based communication behaviors, problem-solving and motivation. Techniques in written and oral communication are included. Prerequisite: ENG 102.

**BUS 255 FUNDAMENTALS OF E-BUSINESS** **3 credits**  
This course provides an overview of electronic business, the Internet, the World Wide Web and enabling technologies. The course explores how today's advanced technologies impact business systems and processes. It also discusses connectivity and the relationship between the organization and its constituencies, which may include customers and suppliers, among others. It also will address corporate, national and global information infrastructures. Additionally, this course will cover important peripheral matters such as auditing procedures, risks, ethics, privacy and legal and security issues.

**BUS 260 FUNDAMENTALS OF APPAREL** **3 credits**  
A study of design details of apparel, including an analysis of historical influences and contemporary fashion creators. Student projects and presentations required with a focus on management decisions. Prerequisite: BUS 101.

**BUS 270 MANAGING ORGANIZATIONS** **3 credits**  
Introduction to the basic concepts of organizational management. Emphasis is on analysis of managerial functions and organizational behavior factors that influence effective management.

**BUS 290 FASHION INTERNSHIP I** **3 credits**  
Opportunity for fashion students to gain on-the-job experience through an internship placement. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval, BUS 260 and MKT 250.

**BUS 300 FASHION EVENTS MANAGEMENT** **3 credits**  
Fashion events and their role in retail sales are examined. Course requirements include research, analysis, and forecasting of fashion trends and presentation of fashion events. Individual projects are required, including detailed plans for a fashion event. Group projects are also incorporated in the course, including community contacts with local apparel firms. Prerequisites: BUS 228, BUS 260, MKT 325, and computer word processing ability.

**BUS 301 RETAIL BUYING** **3 credits**  
The student focuses on the role of the buyer in the retail organization and on buying techniques in the planning, obtaining and controlling of merchandise assortments. Consumer buying motivations are analyzed in terms of implications for retail buying. Prerequisites: BUS 101 and MAT 110.

**BUS 310 SMALL BUSINESS MANAGEMENT** **3 credits**  
A study of how small businesses and entrepreneurial ventures are started. The course concentrates on formulating a basic understanding of small businesses and new business ventures. Particular emphasis is given to recognizing and evaluating new opportunities and how to begin gathering resources for opportunities that prove viable. Prerequisites: BUS 270 and MKT 250.

**BUS 311 FINANCIAL MANAGEMENT** **3 credits**  
Covers the theories, practices, procedures and problems involved in modern corporate financial management and financial analysis common to investment and business financial management decisions, with special attention paid to the analysis of corporate equity and debt securities. Prerequisite: ACC 202.

**BUS 314 PORTFOLIO OF PROFESSIONAL EXCELLENCE** **1 credit**  
This course provides the framework for students to demonstrate their knowledge, skills, and abilities that qualify them for career opportunities. The goal of this course is to assist students in developing a collection of best practices called "Portfolio of Professional Competencies," a prepared portfolio that provides a distinct advantage when pursuing career opportunities. Prerequisite: Completed 60 credits and in good standing.

**BUS 316 RETAILING MANAGEMENT** **3 credits**  
Study of organization and operation of retail establishments from a management perspective. Topics include customer service, information systems, staffing and managing responsibilities. Prerequisites: BUS 250 and BUS 260.

**BUS 320 TEXTILE KNOWLEDGE FOR MANAGERS** **3 credits**  
Comprehensive survey of the materials and production methods involved in making fabrics, with focus on fiber, yarn and construction. Federal regulations pertaining to textiles also are covered, with an emphasis on typical managerial decisions.

**BUS 321 INVESTMENTS** **3 credits**  
The role of investment banking in the financial organization is covered, along with investment banking houses, relations of investment banking to other financial institutions, regulation of investment banking and the security markets, and current problems and developments in investment banking. Prerequisites: ACC 202 and BUS 311.

**BUS 322 STATISTICS FOR BUSINESS AND ECONOMICS** **3 credits**  
A conceptual introduction to the field of statistics and its many applications, particularly in the fields of business and economics. Topics include descriptive statistics, probability distributions, sampling, hypothesis testing, regression analysis and statistics methods for quality control. Prerequisite: MAT 110. (Note: This course may satisfy a core math requirement.) Math credit will not be awarded for both BUS 322 and MAT 221. Prerequisite: CMS 350.

**BUS 350 HUMAN RESOURCE MANAGEMENT** **3 credits**  
A comprehensive study of the practice of modern manpower management. Areas of concentration include employee recruitment, placement and development; performance appraisal techniques; comprehensive systems; employee benefits design; and training program design and evolution. Prerequisite: BUS 270.

**BUS 352 MONEY, BANKING, AND MONETARY POLICY** **3 credits**  
Nature, functions and sources of money; domestic and international features of monetary systems; monetary and banking history; financial institutions and markets; commercial and central banking; and monetary theory and policy and their relationship to fiscal policy. Prerequisites: BUS 170 and BUS 171.

**BUS 370 BUSINESS – SPECIAL TOPICS** **3 credits**  
A course that will explore different areas of business. Topics may include specific industries, organizational behavior, legal aspects, finance, management strategies and e-commerce. Prerequisite: BUS 270. Can be repeated for credit as topics change.

**BUS 371 FASHION INDUSTRY TOUR** **3 credits**  
Held in a fashion center, this seminar consists of an orientation to the city and seminars in a variety of areas by professionals in the field of sales, apparel design, fashion retail, advertising, apparel manufacturing and journalism. The offering provides an overview of the fashion industry at work. Discussion and required written projects focus on current topics of concern to the primary and secondary markets and retailers. Enrollment is limited. Prerequisites: BUS 260 and permission of the instructor.

**BUS 372 THE LEGAL ENVIRONMENT OF BUSINESS** **3 credits**  
This course addresses the legal and ethical assumptions of laws and administrative rules and procedures that affect the management process. Prerequisite: BUS 270.

**BUS 411 MANAGING APPAREL PRODUCT DEVELOPMENT** **3 credits**  
Topics include analysis of design and construction methods, CAD techniques, global sourcing, apparel manufacturing processes, quality control and management of apparel production. Student projects required. Prerequisites: BUS 240, BUS 316, BUS 320 and MKT 305.

**BUS 420 REAL ESTATE LAW** **3 credits**  
A study of the law as it applies to ownership and transfer of real property, contracts for sale, leases, options, mortgages and liens, conveyancing processes and title insurance, zoning, condemnation and other elements relative to commercial and personal interests in real estate, including analysis of forms and practical applications.

**BUS 425 OPERATIONS MANAGEMENT** **3 credits**  
Survey and analysis of the various quantitative tools and techniques used to make strategic and tactical decisions to increase productivity in the manufacturing and service sectors. Topics include linear programming, forecasting, decision analysis, scheduling, quality and inventory management. A basic understanding of college level algebra is required, as well as simple spreadsheet (EXCEL) skills. Prerequisites: BUS 322 and CMS 350.

**BUS 435 PROJECT MANAGEMENT** **3 credits**  
Overview of the concepts, practices and quantitative techniques necessary to manage interrelated tasks and resources necessary to successfully complete a project. Topics will include all phases of the project life cycle, planning and control and project personnel management. Project simulations and Microsoft Project will be used throughout the course. Prerequisite: CMS 350.

**BUS 446 ENTREPRENEURSHIP, CREATIVITY, AND ETHICS** **3 credits**  
Course content explores historical and external forces that impact entrepreneurial efforts in business enterprises. Emphasis will be on the role of government as it influences business goals, structures and operations of U.S. enterprises. Legal and regulatory constraints as well as political, social and technological factors that influence managerial/nonmanagerial behavior in the firm and the firm's impact on society will be discussed. Prerequisites: BUS 311, INB 390 and MKT 250.

**BUS 460 BUSINESS STRATEGY** **3 credits**  
Theory and practice of determining and implementing policy. Actual case studies of business organizations, including the determination of top-level company policy in such functional areas as finance, marketing and production are studied. Prerequisite: Senior Business majors only.

**BUS 480 APPAREL INDUSTRY SEMINAR** **3 credits**  
A capstone course for fashion students to integrate merchandising, management, design production, and marketing topics in preparation for employment in the industry. Guest speakers are incorporated. Student presentations required. Prerequisites: BUS 411 and MKT 321.

**BUS 490 FASHION INTERNSHIP II** **3 credits**  
Opportunity for fashion management students to gain on-the-job experience through an internship placement. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval, BUS 411, MKT 321 and MKT 430.

**BUS 495 INTERNATIONAL STUDY ABROAD PROGRAM** **6 credits**  
A four- to five-month internship in the student's area of study will be conducted through a partner university or college. The partnership schools (for example, Lynn University's sister campus in Dublin, American College Dublin; Katoh Schools and Fuji Phoenix College in Gotemba, Japan; and École Condé in Lyon, France) cooperate with Lynn University in the administrative and academic support of each other's students in their respective countries. The Study Abroad Program offers language and other appropriate area study courses, plus living accommodations, and, where possible, work assignments in local community businesses. The Study Abroad Program is mentored by a business faculty member. This experience provides the opportunity for the student to live and develop in another country both socially and academically. Participation in the Study Abroad Program requires that a sufficient number of concentration courses plus other language requirements be met to the satisfaction of the College of Business and Management. Prerequisite: Permission of advisor or dean.

**BUS 498/499 BUSINESS INTERNSHIPS** **3-6 credits**  
Opportunity for business students to gain on-the-job experience through an internship placement. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval. Offered: Fall, Spring.

**BUS 710 ORGANIZATIONAL BEHAVIOR AND CULTURE THEORY AND RESEARCH** **3 credits**  
Critically analyze theories, research, and managerial practices about organizational behavior and culture by individuals and groups in organizational, national, and global contexts. How culture informs and shapes all aspects of behavior and communication is examined. Multi-level management of organizational culture, national cultures, across borders, and strategies pertinent in rapidly changing organizations and transnational organizations to achieve high quality performance, productivity and job satisfaction, successful mergers and acquisitions, and competitive advantage are analyzed. This course is taken within the first 0 to 18 credits of the Ph.D. Program.

**BUS 730 21ST CENTURY ENTERPRISE** **3 credits**  
A discussion of the methods used to build businesses worldwide. These methods are explained in the context of the many issues that confront the modern international organization. The issues are defined by emerging geopolitical realities, the transformation and convergence of industries, and the strategic selection of new localities.

**BUS 732 SUSTAINABLE ORGANIZATIONAL PRACTICES** **3 credits**  
An examination of the conditions essential for maintaining a healthy relationship between human society and the rest of nature. Case studies of various international companies will be used to develop strategies for implementing sustainable business practices and corporate responsibility that are global in nature.

**BUS 733 CORPORATE ENTREPRENEURSHIP** **3 credits**  
A framework for learning and understanding the critical elements of corporate entrepreneurship. Topics include identifying the environmental conditions that establish an entrepreneurial orientation in companies, understanding the obstacles to corporate entrepreneurship and structuring the company for entrepreneurship.

**BUS 735 MARKETING THEORY AND RESEARCH** **3 credits**  
A critical analysis of the evolution and contemporary issues associated with marketing theory and its empirical organizational applications. An examination of marketing will be from macro and micro perspectives as well as economic and behavioral context and foundation. At the completion of the course, the student will have searched, reviewed and critically analyzed marketing theory, and developed original marketing scholarly research.

**BUS 746 MANAGING FOR FINANCIAL ACCOUNTABILITY AND PERFORMANCE**

**3 credits**

Accounting as a managerial tool for business strategy and implementation and an analysis and comparison of the various techniques that aid in the financial-decision-making process are the course aims. Topics include: customer satisfaction, total value-chain analysis, continuous improvement, planning and control techniques linked to key success factors, creating/destruction of value, cash flow management, the international aspects of financial management and the standards of ethical behavior adopted by managers.

**CED 198 PORTFOLIO SEMINAR**

**1 credit**

Seminar designed to guide students through the process of developing a portfolio of their experiential learning. Prerequisite: ENG 102.

**CJA 540 TERRORISM: ITS EFFECT ON CRIMINAL JUSTICE AND EMERGENCY PLANNING**

**3 credits**

This course is designed to prepare students with the necessary, basic theoretical knowledge and ability to reasonably analyze the fundamental principles involved in political terrorism. Students will examine a variety of events, ranging from low-level threats and acts of violence, that may represent significant risk to human life and property to large-scale acts of violence involving weapons of mass destruction that may have devastating, long-term effects.

**CJA 608 ETHICS IN THE ADMINISTRATION OF JUSTICE**

**3 credits**

This course conducts an inquiry into the principles of justice and ethics as they relate to the administration of criminal justice in contemporary American society. Students are immersed in a compendium of ethical theory and relate theory to an in-depth analysis of the diverse ethical issues encountered in the criminal justice profession. Using a case study approach, students examine diverse ethical theories and apply them to such topics as discretion, investigations, prosecutions, incarceration, use of deadly force, misconduct across the criminal justice spectrum, civil disobedience, undercover operations and privacy.

**CJA 636 SEMINAR IN CIVIL RIGHTS AND CIVIL LIBERTIES**

**3 credits**

Analyzes the legal, philosophical, and social interests surrounding issues of freedom, liberty and the fundamental rights granted by the Constitution of the United States. Freedom of speech, assembly, religion and equal treatment before the law are explored.

**CJA 656 CONFLICT RESOLUTION IN THE ADMINISTRATION OF CRIMINAL JUSTICE**

**3 credits**

An examination of the theory, research and practice of conflict resolution across the different components of the criminal justice system. Varieties of theory, such as Individual Characteristics Theory, Social Process Theory, Social Structure Theory, Formal Theories and Human Needs Theory are reviewed. Practices such as coercion, negotiating and bargaining, adjudication, mediation and arbitration are examined in light of existing research in the field.

**CJA 657 CRIMINAL JUSTICE ADMINISTRATION AND THE COMMUNITY**

**3 credits**

Examines the relationships between criminal justice agencies and the communities they serve. Analyzes various definitions and the nature of community as a concept, and relates the roles (real and perceived) of diverse agencies to each community. Reviews how issues of public policy, service provision and victimization are related to how people define themselves and are defined by others on the basis of community.

**CJA 659 GLOBAL PERSPECTIVES IN CRIMINAL JUSTICE**

**3 credits**

Examines the law enforcement, judicial and phenological models of different countries throughout the world for analysis of the construction and execution of criminal justice from a global perspective. The course considers the philosophical ideals, varied political histories, nature and dynamics of criminal justice policies as they impact upon the international character of contemporary criminal justice.

**CJA 661 YOUTH AND DELINQUENCY**

**3 credits**

Examines the historical treatments of the legal and social constructions of children and youth. Considers the theories, social context, institutional responses and public policies related to juvenile delinquency. Emerging trends in delinquency are compared across continents and diverse criminal justice systems.

**CJA 665 GRADUATE PROJECT IN CRIMINAL JUSTICE ADMINISTRATION**

**3 credits**

Culminating graduate projects represent a topic of professional interest selected by the student and approved by the advisor for its relevance and importance in the criminal justice field. In the project, the student must reflect the integration of theory with practice and demonstrate expertise in subject matter. Final projects are presented in a seminar.

**CMS 200 COMPUTER APPLICATIONS**

**3 credits**

An introduction to computers and to how they can be used as a tool in business and society. The course prepares the student to understand the many facets associated with the application of computers and provides an opportunity to develop the Microsoft Office skills necessary to utilize computers as a tool in both their professional and personal environments. Lab fee: \$30.

**CMS 300 DATABASE SYSTEMS AND MANAGEMENT**

**3 credits**

Study of database concepts, systems and management techniques for microcomputer systems. Examination of query languages, data definition and manipulation techniques, including relational, hierarchical and network approaches to database management systems. A survey of available software and public and commercial database services and practice in the application of microcomputer packages is included. Lab fee: \$30. Prerequisite: CMS 200.

**CMS 315 MANAGEMENT INFORMATION SYSTEMS**

**3 credits**

An introduction to the concept of information systems and their interaction related to business problems. The course introduces the student to the form of structured information systems and provides a basis for students to specify and develop programs and systems using directed structured analysis and programming methods. Lab fee: \$30. Prerequisites: CMS 200 and BUS 270.

**CMS 320 DESKTOP PUBLISHING**

**3 credits**

An introduction to methods, techniques, conventions and limitations of desktop publishing. Hands-on instruction will make use of a professional desktop publishing program. Projects will include composition and production of brochures, flyers, newsletters and short magazines. Course includes layout, composition, freehand art, clip art, scanning and photo retouching. Lab fee: \$30. Prerequisite: CMS 200.

**CMS 340 WEB SITE DESIGN**

**3 credits**

This undergraduate elective course is designed to expose students to the techniques and principles of good Web site design. This course will focus on creating and incorporating a series of linked Web pages into a cohesive Web site suitable for publishing on the Internet. A popular graphic program will be used in the preliminary design of the site. Enhancements and more advanced features will be added to the Web pages utilizing HTML code. Java scripts will be used and manipulated. Simple animation and multimedia elements will be created and added to the pages as appropriate. Lab fee: \$30. Prerequisites: CMS 200 and BUS 228, or permission of instructor.



**CMS 350 SPREADSHEET DESIGN AND APPLICATION** **3 credits**  
Concepts and principles of spreadsheet programs and their use in the manipulation and management of numerical data are explored. The course is directed toward students in all disciplines. Microsoft Excel will be used. Activities in the course include constructing advanced financial spreadsheet models, printing graphs from spreadsheets, searching and sorting spreadsheet databases, and automating spreadsheet options with macro programs. Lab fee: \$30. Prerequisite: CMS 200.

**COM 101 FUNDAMENTALS OF COMMUNICATION** **3 credits**  
An overview of the field of communication, including interpersonal, small group, organizational, public, intercultural, persuasion, political and mass communication.

**COM 103 ACTING I** **3 credits**  
This course explores acting as a means of improving communication skills, creativity, imagination, and self-expression. The student actor gains practice in applying the theories and techniques of acting in performance.

**COM 105 INTRODUCTION TO MASS MEDIA** **3 credits**  
An introductory course that deals with the nature and function of mass media and offers insight into the history and structure of the book industry, newspapers, magazines, motion pictures, radio, music industry, television, cable, Internet media and advertising. The course also analyzes the mass media audience, media uses and effects.

**COM 110 INTRODUCTION TO JOURNALISM** **3 credits**  
A survey of past, present, and future journalistic practices, with an emphasis on professional standards, ethics, and the growing role of the Internet.

**COM 111 PUBLIC SPEAKING** **3 credits**  
A practical study in effective communication. Emphasis on the use of the medium of spoken language in the creation of meaning especially in the context of large groups.

**COM 113 THEATER APPRECIATION** **3 credits**  
This course provides a broad understanding of the history of the theater and the elements of theatrical production. The course includes an analysis of the structure of a play, the nature of the theater and key historical eras within the development of theater as an art form.

**COM 130 FILM APPRECIATION** **3 credits**  
Study of cinema as an art form, a craft, and a major commercial industry. Students learn about the language and grammar of cinema, narrative structure, stylistic techniques and the basics of film criticism.

**COM 140 AUDIO PRODUCTION** **3 credits**  
Introduction to sound (voice, music, sound effects) in radio, television and motion pictures. An overview of technology and its use in audio recording and editing, using analog and digital equipment. Lab fee: \$40.

**COM 145 TELEVISION PRODUCTION I** **3 credits**  
An introductory course exploring the methods and equipment for TV production, including lighting, audio, camera, video switching, control room operation, set design, and on-air performance. Projects include producing commercials and newscasts. Lab fee: \$40.

**COM 150 FILM PRODUCTION I** **3 credits**  
This course is an introduction to the basic principles and techniques of fictional narrative motion picture production. Students produce short film projects, emphasizing dramatic development, and creative visual storytelling through image composition, camera movement, editing and sound. Lab fee: \$40.

**COM 203 ACTING II** **3 credits**  
This intermediate course gives the student actor further experience in applying the techniques of acting through in-depth scene study and analysis of comedic and dramatic plays and screenplays. In addition to scene work, the course emphasizes students acquiring greater skills in vocal and physical expression. Prerequisite: COM 103.

**COM 210 BROADCAST NEWS REPORTING** **3 credits**  
An intermediate level course to sharpen the skills and techniques for news writing and reporting for electronic media. Exercises include information gathering and story presentation for radio and television. Students also study the balance between the rights of an individual and the ethical and moral responsibilities in journalism.

**COM 213 STAGECRAFT** **3 credits**  
Set construction, painting and techniques of mounting and shifting stage scenery. Knowledge of stage and theater terminology is stressed. Lab fee: \$40.

**COM 221 ORAL INTERPRETATION** **3 credits**  
Narrative, dramatic and lyric modes of interpreting and delivering published material such as poetry, story excerpts and other creative and expository genres, with emphasis on oral presentation techniques. Prerequisite: COM 111.

**COM 223 DIRECTING THE ACTOR** **3 credits**  
This course covers the basic skills in the art of theater and film directing through the study of the elements and processes of directing; short scene projects in staging using personal materials and plays from an anthology of contemporary plays; short reports on the work of prominent directors and/or teachers of acting; planning and staging a longer scene from a play, and critiquing the work of others.

**COM 225 STORYBOARDING** **3 credits**  
This course introduces the basic theory and tools that lay the foundation for the creative process in which abstract concepts and ideas are transformed from written language to visual imagery.

**COM 233 WORLD DRAMA** **3 credits**  
A study of dramatic literature from the ancient Greeks to the present, including such dramatists as Sophocles, Shakespeare, Moliere, Ibsen, Pirandello and Miller. Prerequisite: ENG 102.

**COM 235 FILM HISTORY (1895-1950)** **3 credits**  
An introduction to the historical evolution of motion pictures from a novelty entertainment to an art and industry. Topics include the modest beginning in New York, the move to Hollywood, the rise of the star system, the emergence of the studios, introduction of sound and the beginning of the demise of the studio system in 1948. Prerequisite: COM 130.

**COM 243 BROADCAST PERFORMANCE** **3 credits**  
History and evolution of the modern media and the communicator's role in media development. Study of voice maintenance. Methods of organizing and delivering broadcast messages, including using mood, pace, force of presentation, inflection, melody, interview and TelePrompTer techniques, and appropriate wardrobe and makeup.

**COM 245 TV PRODUCTION II** **3 credits**  
An intermediate TV production course that focuses on the principles and techniques of producing studio and on-location programs. Students plan, script, storyboard, record and edit news packages, interviews and narrative pieces. Lab fee: \$40. Prerequisite: COM 145.

**COM 253 IMPROVISATION****3 credits**

Improvisation is a general introduction to the theories, techniques and performance of improvisational theater. The course covers the essential aspects of improvisational performance, such as body control, mime, characterization in both drama and comedy, and the dynamics of building a scene with another actor. Central to the course is the development of student's creativity, imagination and spontaneity.

**COM 255 FILM AND TV EDITING****3 credits**

Theories and applications of non-linear video editing, examining the skill, form, and concept of post-production techniques. Students learn the art of story-telling through a variety of methods and styles. Topics include narrative film-style editing, and montage style editing used in music videos and commercials. Lectures and laboratory. Lab fee: \$40. Prerequisites: COM 145 or COM 150.

**COM 265 FILM PRODUCTION II****3 credits**

This is an intermediate level film production course that focuses on the creative process of filmmaking. Students develop, plan and produce a 10-minute film.

**COM 280 CONTENT DESIGN****3 credits**

This course introduces the student to the methodology of conceptualizing appropriate design for books, magazines, newspapers, Web sites, corporate annual reports, and other commercial media.

**COM 299 TOPICS IN COMMUNICATION****3 credits**

Specialized courses on cinema, various trends in radio, TV and new media or any other topic not covered in the existing courses but relevant to the study of communication and mass media.

**COM 300 AUDIO PRACTICUM****3 credits**

An independent study of sound recording and its application in radio, television, film or the Internet. Audio projects vary in nature and scope. Prerequisite: COM 140.

**COM 301 INTERPERSONAL COMMUNICATION****3 credits**

This course examines the nature of the communication process as it occurs in the "one-on-one" (dyadic) context. Emphasized are such concepts as the impact of socialization on the acquisition of language, beliefs and values, self-concept formation, etc. The design of the course embraces emergent structure and spontaneous experiential methods as well as traditional lecture/discussion.

**COM 303 ACTING III****3 credits**

This advanced course gives the acting student experience in scene analysis and the subtleties of acting required in the performance of the classics of theater on the stage or for film. Classic works covered in the course include the plays of Shakespeare and Chekhov. Acting III furthers the acting student's training in more advanced vocal and physical techniques and expression. Prerequisite: COM 203.

**COM 305 MEDIA AND SOCIETY****3 credits**

Investigation of social, psychological, political and economic implications of the mass media for a society and its subcultures. Prerequisite: COM 101 or COM 105.

**COM 310 ONLINE AND PRINT JOURNALISM I****3 credits**

Workshop for planning, production, and distribution of online and print news media. Students produce and publish Lynn University's iPulse.

**COM 313 HISTORY OF THEATER: FROM THE ANCIENTS TO SHAKESPEARE****3 credits**

This course surveys the origins of dramatic literature of Europe, Asia and Africa and will cover the major periods of the classical era. The plays of the course will be examined within their historical and cultural contexts that reveal the influences of political power, ethnicity, gender, and sexuality that inform their themes. The course

will not only focus on the key figures—playwrights, actors, directors—but also the history of the methods of dramatic production. Course work will consist of selected readings, video clips, group research and creative projects.

**COM 315 NARRATIVE WRITING FOR FILM AND TV****3 credits**

Art and craft of screenwriting for the conventional narrative film and for TV. Students develop a treatment and master scenes of a full-length project in an appropriate format.

**COM 320 WORLD MEDIA****3 credits**

This comparative analysis of media around the world includes an in-depth study of different forms of control, access, ownership, distribution and uses of mass media and the role of international media in communication among and between nations and people. Prerequisite: COM 101 or COM 105.

**COM 321 GENDER COMMUNICATION****3 credits**

This course examines a variety of relationships between communication and gender. It emphasizes how communication creates and maintains gender and power roles and how communication behaviors reflect, maintain and influence social and political conceptions of gender.

**COM 323 HISTORY OF THE THEATER: MODERN AND CONTEMPORARY DRAMA****3 credits**

The course traces the development of drama from the neoclassical theater to the emergence on the stage of romanticism and realism in the 19th century to the expressionism and absurdism of the post-war eras of the 20th century. The course will examine how the social and cultural changes of the era were felt by dramatists and translated into what we would describe as modern drama. In addition to a selection of plays, there will also be required critical readings and videos. Classes will be organized around discussions, presentations and a final paper or project/performance.

**COM 325 WRITING FOR RADIO-TV-FILM****3 credits**

Principles and practices of writing for radio, television and film. Exercises include news writing, feature stories, commentaries and developing intros, links and closings for radio, TV and the Internet.

**COM 330 ORGANIZATIONAL COMMUNICATION****3 credits**

A study of communication within an organization as well as communicating with clients, competitors and regulatory agencies. Addressed are principles of communication in groups, effective leadership and empowerment as they apply to mass media organizations. Prerequisite: COM 101 or COM 105.

**COM 333 PERFORMANCE TECHNIQUES FOR BUSINESS****3 credits**

This course prepares students for business presentations and interviews, providing a unique broadening of business communication through the exploration and understanding of the process of acting. Using acting techniques, students increase their confidence and self-awareness in business communications. They expand and diversify their range of personal expression employing methods that shape a strong business persona and empower the student to effectively present information and concepts.

**COM 335 FILM HISTORY (1950–present)****3 credits**

Study of the motion picture industry after the decline of the studio system, the rise of independent film production and the interaction with television. Prerequisite: COM 130.

**COM 340 ADVERTISING WRITING AND DESIGN****3 credits**

This course reviews the principles and guidelines established for writing and design of contemporary media advertisements. A practical approach is taken in order to study and execute the creation of ads as well as the planning and development of campaigns. Prerequisites: COM 101 or COM 105.

- COM 341 PERSUASION AND PROPAGANDA** **3 credits**  
An analysis of the forces that shape public opinion and spread ideas, including a discussion of the positive and negative aspects of propaganda. Prerequisite: COM 111.
- COM 345 TV PRACTICUM** **3 credits**  
Students develop, write, produce and edit special projects for specific clients. Projects vary in nature and scope. Lab fee: \$40. Prerequisites: Junior standing and COM 245.
- COM 350 COMMUNICATION LAW AND ETHICS** **3 credits**  
Legal and ethical aspects of mass communication practices, including libel law, advertising law, invasion of privacy, copyright and trademark law, First Amendment aspects, the Freedom of Information Act and broadcast regulation. Prerequisite: COM 101 or COM 105.
- COM 353 ACTING FOR THE CAMERA** **3 credits**  
This course offers instruction and practice in the basics of acting for both TV and Film style productions. Emphasis is placed on truthful acting within the medium of the camera. Students learn both the practical and artistic issues which must be taken into consideration when acting for the camera, such as continuity problems, hitting their mark, toning down their projection, and displacing scenic reality. Students gain knowledge of equipment, terminology, and protocol.
- COM 355 FILM PRACTICUM** **3 credits**  
Students develop, write, produce and edit a single-camera film. Prerequisites: Junior standing, COM 130 and COM 150.
- COM 360 COMMUNICATION THEORIES** **3 credits**  
Discussion of the process of communication theory construction, including a survey of social science paradigms and major theories of communication. Prerequisite: COM 101 or COM 105.
- COM 363 DRAMA PRACTICUM** **1 credit**  
Students participate in a theatrical production through acting, set, costume, lighting and sound design. May be repeated twice.
- COM 365 MAGAZINE PRODUCTION** **3 credits**  
Study of the nature and types of magazines, their construction, their place in society and in the media industry.
- COM 366 ALTERNATIVE TO THE INTERNATIONAL EXPERIENCE** **3 credits**  
This course incorporates interactive assignments and research activities focusing on understanding how culture impacts communications in the international online delivery environment.
- COM 370 MEDIA PROGRAMMING** **3 credits**  
Categories and sources for selecting materials used in radio, television, cable and the Internet to attract, build and sustain the audience. Prerequisite: COM 101 or COM 105.
- COM 373 VOICE AND MOVEMENT** **3 credits**  
This course provides students a practical introduction to vocal production and articulation, as well as movement and relaxation methods that pertain to performing as an actor. Students learn tools of the craft, such as freeing the body and voice, liberating emotional and creative power, and practicing self-discovery through acting. Students analyze poems, scenes and monologues to discover new ways to bring literature to life with the use of their voice and physical body.
- COM 375 ADVERTISING AND SOCIETY** **3 credits**  
This course examines history, organization and the role of advertising in American society. Advertising media such as newspapers, magazines, radio, television, cable and the Internet are explored. Prerequisite: COM 101 or COM 105.
- COM 380 DOCUMENTARY PRODUCTION** **3 credits**  
An examination of American and world nonfiction film. The study and practice of documentary production from script to screen. Lectures and laboratory. Lab fee: \$40. Prerequisite: COM 245 and COM 255.
- COM 381 COMMUNICATION ANALYSIS AND CRITICISM** **3 credits**  
This upper-level course studies the skills of communication criticism in social, cultural and political domains of communication. The course interprets the meaning of communication events and social transactions and assesses their significance through rhetorical criticism. Prerequisite: COM 111.
- COM 385 ONLINE AND PRINT JOURNALISM II** **3 credits**  
Advanced workshop for planning, production and distribution of online and print news media. Students produce and publish Lynn University's iPulse. Prerequisite: COM 310.
- COM 390 PHOTOJOURNALISM** **3 credits**  
Study of pictorial narrative and the process of capturing the critical visual moment. Concentrates on developing the photo essay through digital technology.
- COM 399 ISSUES IN COMMUNICATION** **3 credits**  
A variable topic seminar dealing with research and issues in mass communication.
- COM 410 FILM THEORY** **3 credits**  
This course examines the basic concepts and core writings that have laid the foundation to contemporary discourse of film theory and criticism. Students analyze theoretical essays that demonstrate the evolution of film theory with an emphasis on its international nature. Prerequisite: COM 130.
- COM 430 INTERNATIONAL FILM HISTORY** **3 credits**  
A sociopolitical overview of the development of cinema in Europe, Russia and Asia. Special attention is paid to forms in narrative, structure, genre and aesthetic. Prerequisite: COM 130.
- COM 435 MEDIA MANAGEMENT** **3 credits**  
An introduction to the business aspect of the communication industries. Topics include human resource management, marketing, operations management, finance, accounting and ethical concerns in managing a print, broadcast or new media service. Prerequisite: COM 101 or COM 105.
- COM 440 PUBLIC RELATIONS** **3 credits**  
This course defines and conceptualizes the history, ethics and techniques for molding and cultivating favorable public opinion through print and non-print mass media. Includes relationships among publicity, public relations and mass media. Prerequisite: COM 101 or COM 105.
- COM 450 ADVANCED RADIO/TV/FILM PRODUCTION** **3 credits**  
An advanced planning, preproduction, production, postproduction course in which students complete a radio, TV, or film project. Formats include narrative, newscasts, newsmagazine, documentaries, debates, reality shows, and game shows. Lab fee: \$40. Prerequisite: COM 245 or COM 265 or COM 300.
- COM 451 INTERCULTURAL COMMUNICATION** **3 credits**  
A study of the influence of culture on communication; this course examines worldwide perception and symbols as the basic units of culture and contact, interaction and behavior as the basic units of communication. The course also offers a professional practicum in research, counseling management and education for the management of productive intercultural relationships and functional intercultural systems. Prerequisites: COM 111.

**COM 475 SENIOR COMMUNICATION SEMINAR** **3 credits**  
A capstone course that enables students to apply theoretical and practical knowledge to develop either a research paper or a video or dramatic project that serves as a portfolio item. Prerequisites: COM 101 or COM 105 and senior standing.

**COM 480 DOMESTIC INTERNSHIP** **3-6 credits**  
Practical work experience in a mass communications business such as a radio or television station, production facility, advertising or public relations agency, serving in program development, production, advertising or marketing. Instructor and sponsor oversee and evaluate student work. Prerequisites: Permission of college internship liaison and/or college approval, COM 101 or COM 105, 2.5 or higher GPA.

**COM 485 INTERNATIONAL MEDIA INTERNSHIP** **3-6 credits**  
Practical work experience in an international mass communications business, serving in program development, production, advertising or marketing. Instructor and sponsor oversee and evaluate student work. Prerequisites: Permission of college internship liaison and/or college approval, COM 101 or COM 105, 2.5 or higher GPA.

**COM 490 BROADCAST NEWS PROJECT** **3 credits**  
A practical course designed to develop professional reporting and production skills for television and radio for those interested in a career in broadcast journalism. Emphasis is on demonstrating the relationship between text, images and sound. Exercises include identifying news stories, gathering facts, organizing materials, and working within time limitations, deadlines and program formats. Prerequisite: COM 105

**COM 495 COMMUNICATION RESEARCH** **3 credits**  
Examines the theoretical and practical concerns underlying procedures commonly used in communication research including content analysis, survey research, historical research, legal research and secondary analysis. Prerequisite: COM 101 or COM 105

**COM 500 MASS COMMUNICATION THEORY** **3 credits**  
Comparison of theories of mass communication. Also examines history and development of interdisciplinary theories about the mass media processes and effects as well as roles, functions and consequences of mass communication in society.

**COM 505 MASS COMMUNICATION HISTORY** **3 credits**  
An examination of the historical development and cross-media influence in mass communication with a focus on creation, adoption and evolution of newspapers, books, magazines, radio, film, television, cable media and the Internet.

**COM 510 MASS COMMUNICATION TECHNOLOGY** **3 credits**  
Studies the development, implementation, role and impact of technology in mass communication with a focus on emergent technologies and how they are adopted by the mass media.

**COM 515 MASS COMMUNICATION LAW AND REGULATION** **3 credits**  
Examines the development and impact of mass communication law, including the international and domestic regulation of the electronic media.

**COM 520 MASS COMMUNICATION RESEARCH METHODS** **3 credits**  
Introduces students to the research process, planning and design. Focuses on methods most relevant to mass communication, including experimental design, content analysis and survey research and examines the historical development of mass communication studies in social sciences, humanities and legal areas.

**COM 525 INTERNATIONAL MASS COMMUNICATION** **3 credits**  
This course addresses two areas of international mass communication: A comparative analysis of mass media systems across national borders and an examination of international media systems and services. Focuses on the relevance of journalism and mass communication in international affairs.

**COM 540 TOPICS IN MASS COMMUNICATION I** **3 credits**  
Specialized course on a variable topic relevant to the study of mass communication. Topics may include advertising, public relations, journalism, film, broadcasting, media delivery systems, media management and emergent media technologies.

**COM 545 TOPICS IN MASS COMMUNICATION II** **3 credits**  
Specialized course on a variable topic relevant to the study of mass communication. Topics may include advertising, public relations, journalism, film, broadcasting, media delivery systems, media management and emergent media technologies.

**COM 560 GRADUATE MEDIA PRACTICUM I** **3 credits**  
Provides an opportunity for students to apply theoretical concepts to the process of mass communication. Working in small groups, students identify an area in media utilization and develop and apply procedures that enhance or facilitate the mass communication process. Students present progress reports and defend program activities and decisions.

**COM 565 GRADUATE MEDIA PRACTICUM II** **3 credits**  
Provides an opportunity for students to apply theoretical concepts to the process of mass communication. Working individually, students identify an area in media utilization and develop and apply procedures that enhance or facilitate the mass communication process. Students present progress reports and defend program activities and decisions.

**COM 590 CREATIVE PROJECT/THESIS SEMINAR I** **3 credits**  
Under the guidance of course instructor and creative project/thesis committee, students prepare a proposal.

**COM 595 CREATIVE PROJECT/THESIS SEMINAR II** **1-3 credits**  
Enrollment in this course is required for the final term and completion of all degree requirements. Credits are conferred upon successful completion/ defense of the creative project/thesis. Students who fail to complete COM 595 in the term following completion of COM 590 must reenroll in COM 595 for one credit in subsequent terms.

**CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE** **3 credits**  
A survey of the agencies and processes involved in the administration of criminal justice. This includes a review of the functions of legislature, the police, the prosecutor, the courts, and an analysis of the problems of law enforcement in a democratic society.

**CRJ 201 CRIME AND DELINQUENCY** **1-3 credits**  
A general orientation to the field of criminology which considers the following topics: development of delinquent and criminal behavior, initial handling and proper referral, and preventive police techniques. Specific police problems also are studied, such as addicts, the mentally ill and compulsive and habitual offenders. Special attention is given to police handling of juveniles and youths.

**CRJ 203 CRIMINAL LAW AND PROCEDURE** **3 credits**  
A survey of substantive American criminal law, and an analysis of the accused's procedural rights.

**CRJ 302 ISSUES IN CORRECTIONS** **3 credits**  
This course examines contemporary issues surrounding the legal and social construction of confinement against a background of controversy, idealism and unfulfilled social promise. The nature of punishment and its purpose is examined. Alternative correctional models are reviewed, and future trends are considered.

**CRJ 320 CRIMINOLOGY****3 credits**

This course presents an examination of the systematic study of the nature, extent, etiology and control of law-breaking behavior. It seeks to establish empirical knowledge about crime and its control, based upon qualitative and quantitative research that forms a basis for understanding, explanation, prediction, prevention and criminal justice policy.

**CRJ 321 COMPARATIVE POLICE SYSTEMS****3 credits**

This course compares and contrasts the law enforcement systems of different countries throughout the world, highlighting important features and differences of each. Students learn how law enforcement systems may vary across cultures and why. Each student will be responsible for the in-depth examination of a particular system against a comparative systems background.

**CRJ 322 PROBATION AND PAROLE****3 credits**

This course examines imposition of conditions and the supervision of offenders in the community as an alternative to imprisonment. Both probation and parole are examined in a historical and contemporary context. Consideration is given to the effects that probation and parole have upon the rest of the criminal justice system.

**CRJ 323 COMMUNITY CORRECTIONS****3 credits**

This course considers the community treatment of offenders. While examining the concept of community corrections, it notes the historical development and problems that offenders face when they enter community programs. Community resource provision and prerelease preparation are emphasized.

**CRJ 330 THE AMERICAN JUDICIARY****3 credits**

This course examines the structure and process of the American judicial system from a local, state and federal perspective, with emphasis upon civil, criminal, administrative and regulatory issues. Consideration is given to legal and political influences upon the judicial system and the court's role in influencing public policy in the criminal justice system.

**CRJ 400 GENDER, CRIME AND CRIMINAL JUSTICE****3 credits**

An overview of how gender affects women's involvement in the criminal justice system as offenders, victims and professionals. Considerable attention is given to women as victims of crime, the social system and the criminal justice process. Prerequisites: CRJ 101 and CRJ 203 or 301.

**CRJ 401 TRIAL ADVOCACY****3 credits**

This course examines the structure and process of the American judicial system from a trial advocacy perspective, with emphasis upon the criminal court process and procedures inside an American courtroom. Students will participate in a mock jury trial based on a fictitious fact pattern studied in class.

**CRJ 402 ETHICS, EVIDENCE AND LAW****3 credits**

This course is a detailed examination of the Rules of Criminal Procedure and the Rules of Evidence in the context of a fundamentally constitutional right to a fair trial. The trial of People v. O.J. Simpson will be thoroughly discussed with special emphasis on applying Florida Criminal Procedure and Evidence. Students will have the opportunity to compare and contrast the legal roles and ethical dilemmas encountered by attorneys, judges and law enforcement agents. Course success will require significant preparation of the materials and good writing skills. Interactive group discussions will be utilized to evaluate trial strategy and to understand the methods and ethical obligations of law enforcement assigned to collect evidence. The role of the media in the courtroom will also be explored.

**CRJ 405 TERRORISM****3 credits**

This course will examine terrorist culture, and will analyze the origins, motives, operations and psychology of terrorism. Case studies will be presented to illustrate the variety of both international and domestic terrorist events. Techniques of counter-terrorism will be analyzed, and their impact on civil rights and civil liberties will be evaluated.

**CRJ 410 VIOLENCE AND SOCIAL CHANGE****3 credits**

This course examines the theory, nature and content of violence as an act of human behavior, an entity, a social structure, a system or a process. Attention is given to ethno-violence. Relationships to victimization theory are explored, as well as cultural models of violence.

**CRJ 412 CRIME AND PUNISHMENT****3 credits**

This course is an interdisciplinary study of the concepts of crime and punishment as social values and how these values are reflected upon by different academic disciplines in the context of events important to people in society.

**CRJ 420 ETHICS IN CRIMINAL JUSTICE****3 credits**

An identification and in-depth analysis of the diverse ethical issues encountered in the criminal justice profession. Using a case study approach, traditional ethical theories will be examined and applied to such topics as discretion, affirmative action, use of deadly force, misconduct, civil disobedience, undercover operations and privacy. Prerequisites: CRJ 101 and CRJ 201 or 203.

**CRJ 450 RESEARCH IN CRIMINAL JUSTICE****3 credits**

This course consists of a study of research design and qualitative and quantitative methods of data collection and analysis. A properly formatted, well-developed, research-based paper is a requirement for the course. Students develop an independent project and oral presentation of their findings.

**CRJ 480 SEMINAR IN CRIMINAL JUSTICE****3 credits**

An intensive study of a selected topic relative to the concept of criminal justice. Emphasis is placed on meaningful research in the area selected. Prerequisites: CRJ 101, 201 and 203.

**CRJ 490 CRIMINAL JUSTICE INTERNSHIP****3–12 credits**

Practical work experience in a criminal justice agency in one of the major sectors of the field: law enforcement, courts, or corrections; or in a private firm serving these interests. Instructor and sponsor oversee and evaluate student work. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval, CRJ 101, CRJ 201, CRJ 203 and CRJ 320.

**EDL 645 MODELS OF EFFECTIVE PROGRAM INNOVATIONS  
IN EDUCATION FOR DIVERSE POPULATIONS****3 credits**

Planning, implementing and assessing effective learning programs and opportunities for culturally diverse populations. Needs assessments to evaluate the kind and level(s) of need, identifying the target group(s), setting priorities, establishing program parameters, the type(s) of learning opportunities to satisfy those needs, the related policies to guide to program/service, and defining expected outcomes. Evaluation strategies to monitor changes and outcomes to assure institutional program effectiveness and continued relevance.

**EDL 750 SPECIAL TOPICS IN EDUCATIONAL LEADERSHIP****3 credits**

Current issues and problems in academic educational systems.

**EDL 753 GOVERNANCE AND FINANCE OF EDUCATIONAL SYSTEMS****3 credits**

Administrative structure and linkage of educational systems to varying local, state and national constituencies that have legislative and financial impact on institutional renewal and change.

**EDM 300-I THEORY AND PRINCIPLES OF HAZARDS, DISASTERS,  
AND U.S. EMERGENCY MANAGEMENT 3 credits**

An examination of various mitigation, preparedness, response, and recovery measures; the system put into place to implement these measures; and the key players involved in these activities at the local, state and federal levels. The course will explore various hazards and disasters, human response to hazards and reaction to disasters, vulnerability and risk, as well as the political and inter-jurisdictional context of emergency management.

**EDM 310-I PRINCIPLES AND PRACTICE OF HAZARD  
IDENTIFICATION AND MITIGATION 3 credits**

This course provides an understanding of the principles and practice of hazard mitigation in the United States at the local, state and federal levels. The emphasis will be on strategies designed to avoid or prevent future and recurring losses of life and damage to public and private property. The course will review the various tools, techniques, resources, programs, intergovernmental relationships, and broader social context involved in planning for and implementing hazard mitigation.

**EDM 320-I A SOCIAL VULNERABILITY  
APPROACH TO EMERGENCY 3 credits**

This course examines how broad political, social and economic patterns produce social relationships and social structures that put some social groups more at risk than others in disasters. Students will explore global, national and local patterns of vulnerability as they impact people throughout the disaster cycle and affect emergency management practices. The capacities, resources and needs of highly vulnerable groups will be explored, and models for community-based disaster mitigation projects engaging the resources of vulnerable social groups will be examined.

**EDM 410-I TERRORISM AND HOMELAND SECURITY 3 credits**

A survey of political terrorism, ranging from low-level threats, to acts of violence that may represent risk to human life and property, to large-scale acts of violence using "weapons of mass destruction" that may have devastating long-term effects. The course will explore the nature of terrorism and its many forms, policies and programs to reduce the risk that terrorism represents to society, policies and programs to manage terrorist events, and policies and programs to manage the consequences of terrorist violence.

**EDM 420-I DISASTER RESPONSE OPERATIONS  
AND MANAGEMENT 3 credits**

This course will examine the principles that promote effective disaster response operations and management by examining the nature of disasters, the context of response operations in the United States, and the roles and responsibilities of various emergency management organizations. The course will review the popular myths and realities of human behavior in catastrophic events as well as various approaches to disaster response operations. Problems associated with response operations will be identified and various means to improve emergency management operations after a disaster occurs will be emphasized.

**EDM 450-I CRISIS MANAGEMENT AND BUSINESS  
CONTINUITY PLANNING (BUSINESS AND INDUSTRY  
CRISIS MANAGEMENT CONCENTRATION) 3 credits**

This course considers the similarities and differences between government (public sector) and business and industry (private sector) crisis management. The fundamental corporate objective of ensuring corporate survivability and economic viability is assessed. Students will discover how crisis management decisions must reflect business reality if a private sector organization is to survive. Attention is given to how competition in the private sector can inhibit cooperation and the sharing of ideas between organizations. This course also illustrates how corporate culture, leadership, stakeholder desires and public pressure can affect emergency and disaster management in the private sector.

**ZEDU 001 GENERAL KNOWLEDGE  
PREPARATION CLASS Non-credit 3 hours**

This course reviews skills, competencies, and strategies necessary for successfully completing the CLAST. Math review includes arithmetic, algebra, geometry/measurement, probability/statistics and logical reasoning. Verbal preparation includes reading comprehension, English language skills and essay writing. Offered: Day Fall, Spring

**EDU 100 LANGUAGE AND LEARNING DEVELOPMENT 3 credits**

This course has been designed to help students understand the notion of multiple intelligences and the relationship of intelligence to learning. Linguistic intelligence as it relates to learning differences will be discussed at length. Additionally, the course will enable students, through lectures and working with the support of learning disabilities personnel, to identify their learning styles, cognitive strengths and weaknesses and the sensory modalities that will assist students in their pursuit of college education. Offered: Day Fall, Day Spring

**EDU 101 INTRODUCTION TO EDUCATION 3 credits**

An introduction to the historical, philosophical and sociological foundations of education as well as the legal, social, sociocultural, financial and political environment of schools. Offered: Day Fall, Day Spring, Evening Fall I.

**EDU 105 EARLY CHILDHOOD EDUCATION CURRICULUM 3 credits**

Investigation of the historical, philosophical and sociological perspectives in early childhood education as they relate to the programs currently available for young children, including the principles and practices utilized for the development of scientific, creative, social, linguistic and cultural concepts. Offered: Day Fall, Spring I.

**EDU 160 CHILD DEVELOPMENT 3 credits**

This course will focus on the theories and concepts of human growth and development from conception to age 8. Emphasis will be placed on characteristic stages, language, cognition and intelligence, physical and perceptual development, and social relationships as they relate to the influence of family structure on the child's personality and behavior. Offered: Day Fall, Evening Fall II.

**EDU 210 EFFECTIVE TEACHING IN THE ELEMENTARY SCHOOL 3 credits**

An overview of the developments in curriculum design, innovative program models, current and effective instructional methods and strategies for planning and delivering instruction to all students in a variety of classroom settings and for a variety of purposes. It is designed to prepare elementary teachers to select, plan, adapt, implement and evaluate instructional materials, content and other resources appropriate to and reflective of both instructional goals and needs of all students with special emphasis on linguistically and culturally diverse learners in elementary classrooms. Offered: Day Fall, Evening Spring II.

**EDU 211 TEACHING LANGUAGE ARTS  
IN THE ELEMENTARY SCHOOL 3 credits**

Development of methods and materials for teaching, listening, reading, thinking, speaking and writing skills for all children in the elementary school. Field observation and participation required. Offered: Day Spring, Evening Spring II.

**EDU 214 ART AND MUSIC IN THE ELEMENTARY SCHOOL 3 credits**

Development of instructional skills, techniques, and strategies as it relates to art, and music for the elementary school teacher working in a multicultural classroom. Offered: Day Fall, Evening Spring II.

**EDU 219 TEACHING SOCIAL STUDIES  
IN THE ELEMENTARY SCHOOL 3 credits**

Development of instructional skills, techniques, and related technologies for teaching social studies appropriate for all children as a mode of inquiry in elementary school. Offered: Day Spring, Evening Spring I.

**EDU 230 CREATIVE ACTIVITIES****3 credits**

Integration of art, music and movement in the pre-primary and primary environment (age 3 through grade 3) with developmental emphases on the use of art supplies and techniques, acquisition of basic movement skills and familiarization with types of music and musical instruments for use in multicultural classrooms. Offered: Day Spring.

**EDU 240 PRE-PRIMARY LANGUAGE ARTS****3 credits**

Emphasis upon developing and using meaningful strategies for involving all children in language arts experiences at the pre-primary/primary level, age 3 through grade 3. Offered: Day Fall.

**EDU 250 PRE-PRIMARY MATH AND SCIENCE****3 credits**

An introduction to the math and science concepts appropriate to the developmental level of the pre-primary/primary child, age 3 through grade 3. Activities will be examined and creative ideas explored as the student develops math and science lesson plans appropriate for diverse learners. Offered: Day Spring.

**EDU 251 EXCEPTIONAL STUDENTS IN REGULAR CLASSROOMS****3 credits**

A review of research-based information on the identification and remediation of exceptional students in the regular classroom. This course enables students to develop practical teaching strategies and use technology that regular educators need to respond effectively to exceptional students, including linguistically and culturally diverse students in regular classroom settings. Field observation and practice in a multicultural classroom required. Offered: Day Fall, Evening Fall II.

**EDU 257 PHYSICAL EDUCATION, HEALTH AND SAFETY IN SCHOOLS****3 credits**

The objective of this course is to develop an understanding of the important aspects of physical education, health and safety, as they relate to the age 3 through grade 3 and elementary school teachers. Offered: Day Fall, Evening Fall II.

**EDU 265 THE WRITING PROCESS IN THE ELEMENTARY SCHOOLS****3 credits**

Materials, methods and strategies to teach all children the writing process as an integral part of reading, language and literacy development. Prerequisites: ENG 101, ENG 102 and EDU 211. Offered: Day Fall.

**EDU 300 APPLIED LINGUISTICS****3 credits**

Examines current linguistic theories and principles related to second language acquisition research and teaching. Application of theory to teaching basic content area and for the development of English as a second language and literacy for linguistically and culturally diverse students. Observation and field experience required. Offered: Day Fall, Summer I.

**EDU 310 METHODS OF TEACHING ESOL****3 credits**

An overview of current and effective instructional methods and strategies for planning and delivering instruction to English Language Learners in a variety of classroom settings and for a variety of purposes. Application of theory, principles and research to methods and strategies in multicultural classrooms. Field experience required. Prerequisite: EDU 300. Offered: Day Spring, Summer II.

**EDU 314 CHILDREN'S LITERATURE****3 credits**

Selection and use of children's books, storytelling and creative writing for use with all children in elementary schools. Offered: Day Spring, Fall II.

**EDU 315 READING IN THE PRIMARY GRADES****3 credits**

Approaches, methods and materials appropriate to teaching all young students to read are covered. Emphasis will be on emergent literacy, sequential development of skills, perceptual development, word attack skills, vocabulary and comprehension as all are part of a whole language philosophy. Field observation and practice will be required. Offered: Day Fall, Evening Spring I.

**EDU 316 READING IN THE INTERMEDIARY GRADES****3 credits**

Approaches, methods and materials appropriate to teaching students in the intermediate grades in elementary school. Emphasis will be on the development of reading skills, which will include comprehension strategies and vocabulary development as a part of a balanced reading program. Field observation and practice will be required. Prerequisite: EDU 315. Offered: Day Spring, Evening Spring II.

**EDU 317 SCIENCE IN THE ELEMENTARY SCHOOL****3 credits**

Contemporary elementary science methods and materials, courses of study and science texts are examined, including development and use of science teaching units. Offered: Day Fall, Fall I.

**EDU 318 MATHEMATICS IN THE ELEMENTARY SCHOOL****3 credits**

Development and use of functional mathematical skills for elementary school teachers. Investigation of methods and materials for use with diverse students in elementary school mathematics. Offered: Day Spring, Fall I.

**EDU 330 CROSS-CULTURAL COMMUNICATION****3 credits**

Identification of cultural issues related to communication, classroom interaction, academic content and parental and community involvement. Activities are designed to foster the importance and appreciation of greater understanding and empathy among ethnolinguistic groups. Emphasis is on the development of effective teaching strategies for the multicultural classroom. Field experience in a multicultural setting required. Offered: Day Fall, Evening Spring I.

**EDU 355 CHILD GUIDANCE AND CLASSROOM MANAGEMENT****3 credits**

The study and comparison of child guidance methods in relationship to classroom management skills as an integral part of effective teaching for all children. Offered: Day Spring.

**EDU 400 CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL****3 credits**

Introduction of practices in planning, selecting, adapting, implementing and evaluating instructional programs, materials, content and resources appropriate to both instructional goals and needs of linguistically and culturally diverse students. Special emphasis on the application of language-sensitive content teaching and adapting and developing content and materials for English language learners. Observation and field experience required. Prerequisite: EDU 310. Offered: Day Fall, Summer I.

**EDU 410 TESTING AND EVALUATION IN ESOL****3 credits**

This course explores how to effectively evaluate and implement assessment practices for ESOL students in the public school. Participants will gain an understanding of standardized tests and appropriate authentic assessment to best meet students' needs. Since testing affects all aspects of the ESOL students' education, it is critical that teachers are knowledgeable about testing issues when making pedagogical decisions that involve their students. Offered: Day Spring, Summer II.

**EDU 420 EDUCATIONAL MEASUREMENT AND EVALUATION****3 credits**

Development of instructional objectives and classroom evaluation measures for all students. An overview of alternative assessment strategies; interpretation of standardized assessment techniques; interpretation of standardized tests using measurement results for evaluating student progress. Offered: Day Fall, Fall I.

**EDU 460 CHILDREN AT RISK****3 credits**

A study of research-based information of the identification, resources and effective instructional practices for all children with special needs who are at risk of academic failure from age 3 through grade 3. Procedures and intervention approaches for appropriate and effective family support are discussed. Offered: Day Spring.

**EDU 480 PRACTICUM** **3 credits**  
Guided practice under supervision of an ESOL-endorsed elementary classroom teacher in two multicultural classrooms at the primary and intermediate levels. 100 hours in each level is required, totaling 200 hours in one semester. This course requires the utilization of knowledge, attitudes and skills in elementary school instructional situations. Lab fee: \$100. Offered: Day Fall, Day Spring.

**EDU 481 STUDENT TEACHING** **9 credits**  
Independent practice teaching in a multicultural classroom. Requires the utilization of knowledge, attitudes and skills in elementary school instructional situations. Lab fee: \$100. Offered: Day Fall, Day Spring.

**EDU 500 FOUNDATIONS OF EXCEPTIONAL STUDENT EDUCATION** **3 credits**  
An exploration and analysis of exceptional student education with a focus on government policy, particularly P.L. 94-142 and the ADA; areas contributing to the history of special education; legal and ethical issues in exceptional student education; and major theories associated with mildly handicapped situations. Field experience and observation required. Offered: Graduate Fall I.

**EDU 510 LANGUAGE DEVELOPMENT AND LEARNING** **3 credits**  
Theories of language acquisition, various models and patterns of language adaptation, types of listening and variables that affect listening, formal language tests, informal assessment measures of language problems and specific teaching strategies in the areas of expressive and receptive language. Offered: Graduate Fall II.

**EDU 511 CHARACTERISTICS AND NEEDS OF STUDENTS WITH MILD DISABILITIES** **3 credits**  
An in-depth study of the characteristics and needs of the mildly handicapped student (mentally or emotionally handicapped or with specific learning disabilities) along with the use of various teaching strategies and individual instruction. Suggested materials and methods utilizing microcomputers, self correcting materials, instructional games, and personalized education activities are addressed. Field experience and observation required. Offered: Graduate Spring I.

**EDU 512 INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH EMOTIONAL DISABILITIES** **3 credits**  
Specialized strategies for teaching emotionally handicapped (EH) students. Overview of instructional techniques and motivational strategies. Highlighted are the development, implementation and evaluation of individualized educational plans along with database management. Field experience and observation required. Prerequisite: EDU 500 or EDU 511. Offered: Graduate Summer I.

**EDU 513 INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH MENTAL DISABILITIES** **3 credits**  
An exploration of unique teaching strategies for mentally handicapped (MH) students. Highlighted are the development, implementation and evaluation of individualized educational plans. The course addresses special approaches to functional skills instruction, developmental programming and database management. Field experience and observation required. Prerequisite: EDU 500 or EDU 511. Offered: Graduate Fall II.

**EDU 514 INSTRUCTIONAL STRATEGIES FOR SPECIFIC LEARNING DISABILITIES** **3 credits**  
Individualized instructional strategies for teaching students with specific learning disabilities (SLD), including specialized approaches to teaching basic skills and adaptation of curriculum. Field experience and observation required. Prerequisite: EDU 500 or EDU 511. Offered: Graduate Spring I.

**EDU 521 METHODS OF TEACHING ESOL** **3 credits**  
An overview of current and effective instructional methods and strategies for planning and delivering instruction to English language learners in a variety of classroom settings and for a variety of purposes. In-depth application of theory, principles and research to methods and strategies. Field experience required. Prerequisite: EDU 520. Offered: Graduate Spring II.

**EDU 522 CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL** **3 credits**  
Advanced practices in planning, selecting, adapting, implementing and evaluating instructional programs, materials, content and resources appropriate to both instructional goals and needs of linguistically and culturally diverse students. Special emphasis on the application of language-sensitive content teaching, adapting, as well as developing content and materials for English language learners. Field experience and observation required. Prerequisite: EDU 521. Offered: Graduate Summer I.

**EDU 523 CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING** **3 credits**  
Identification of cultural issues related to communication, classroom interaction, academic content and parental and community involvement. Activities designed to foster the importance and appreciation of greater understanding and empathy among ethnolinguistic groups. Emphasis on development of teaching strategies for multicultural classrooms. Field experience required. Offered: Graduate Fall II.

**EDU 524 APPLIED LINGUISTICS** **3 credits**  
Current linguistic theories and principles related to second language acquisition research and teaching. Application of theory to teaching basic content area and for the development of English as a second language and literacy for linguistically and culturally diverse students. Field experience and observation required. Offered: Graduate Fall I.

**EDU 525 TESTING AND EVALUATION IN ESOL** **3 credits**  
Advanced study and research on current issues in the field of ESOL testing and evaluation. Development of skills necessary for selecting, designing and administering appropriate assessment instruments for the purposes of evaluating second language proficiency and monitoring academic progress. Field experience required. Offered: Graduate Summer II.

**EDU 534 CLASSROOM BEHAVIOR MANAGEMENT** **3 credits**  
Focuses on developing strategies to formulate a standard of behavior in special needs classrooms and methods that promote instructional momentum for special needs classrooms and special educators working within regular classrooms. Offered: Graduate Spring II.

**EDU 561 ASSESSMENT OF EXCEPTIONAL STUDENTS** **3 credits**  
Focuses on the in-depth knowledge and competencies needed to administer formal tests and utilize types of informal measures. Provides teachers with the skills necessary to identify various handicapping conditions. Field experience and observation required. Offered: Graduate Spring II.

**EDU 570 CAREER MANAGEMENT AND TRANSITION PLANNING FOR EXCEPTIONAL STUDENTS** **3 credits**  
Comprehensive guide to collegiate, counseling, residential, social and vocational programs, serving adolescents and young adults with learning disabilities and other mild handicaps. Field experience and observation required. Prerequisite: EDU 500 or EDU 511. Offered: Graduate Fall I.



**EDU 575 EDUCATIONAL TECHNOLOGY AND  
EXCEPTIONAL STUDENTS**

**3 credits**

A practical online course that builds on basic computer knowledge to increase teacher skill and student learning with a personal computer. The course will focus on adaptations and modifications of technology (hard and software) for students with disabilities. Application of e-mail and Web resources for instructing students with disabilities will be explored. Offered: Graduate Summer II.

**EDU 580 GRADUATE PRACTICUM**

**3 credits**

The graduate practicum in ESE is a three credit practicum designed to give graduate students the opportunity to gain a supervised teaching experience prior to their student teaching experience. During this experience, the students will practice and be evaluated on their ability to demonstrate beginning level teaching skills. Offered: Graduate Fall I, Graduate Spring I.

**EDU 581 STUDENT TEACHING**

**IN EXCEPTIONAL STUDENT EDUCATION**

**6 credits**

Culminating field experience in a program for students with Exceptional Student Education, demonstrating competencies learned throughout the program. Required of all students who do not have an undergraduate degree in education. Lab fee: \$100. Prerequisites: Completion of all program requirements. (Offered: Graduate Fall I, Graduate Spring I.

**EDU 605 INTRODUCTION TO EDUCATIONAL ADMINISTRATION**

**3 credits**

This course provides an introduction to the educational administration profession by focusing on foundational concepts and theories significant to understanding education and educational administration. It offers a critical examination of topics that are central to educational administration, such as organization, community, power, authority, change, leadership, management and values. Offered: Graduate Fall I, Spring II.

**EDU 606 DATA ANALYSIS**

**FOR SCHOOL IMPROVEMENT PLANNING**

**3 credits**

This course is designed to provide educators with the skills required to utilize a variety of data sources in the school improvement process. Course participants will learn how to analyze and act on four types of data. These four types of data are achievement data, demographic data, program data, and perception data. Strategies will be explored that integrate data into the school improvement process. Offered: Graduate Fall I.

**EDU 621 HUMAN RESOURCE MANAGEMENT**

**IN EDUCATIONAL ORGANIZATIONS**

**3 credits**

This course will examine the professional functions, processes and tools of human resource management, including collective bargaining and arbitration, from the perspectives of the line manager, human resources professional and organization member. Additional topics include definition and determination of staff needs and management and coordination problems. Also addressed are policies for recruitment, selection, assignment, salary planning, scheduling, promotion, separation, grievances, reassignment, records, development programs, in-service training, evaluation, benefits and services. This course is cross-listed as EDU 721. Offered: Graduate Fall I, Summer I.

**EDU 622 CULTURAL DIVERSITY IN EDUCATIONAL SYSTEMS**

**3 credits**

An analysis of the changing demographics of the world population and its implications for basic human needs on all levels: educational, psycho-bio-social and environmental. Trends and countervailing forces affecting social disorganization and the need for institutional renewal in educational systems are also addressed. Offered: Graduate Fall II.

**EDU 623 LEGAL ASPECTS OF EDUCATIONAL SYSTEMS**

**3 credits**

An exploration of the historical and contemporary legal challenges in educational systems and management of the litigious environment that emerges. Constitutional, statutory and common law relating to education are discussed. Offered: Graduate Spring I, Summer II.

**EDU 624 COMMUNICATION SKILLS**

**3 credits**

Provides leadership candidates the opportunity to explore and develop communication skills necessary for the planning, implementation and ongoing evaluation of home/school/community relations programs. Offered: Graduate Fall II, Spring II.

**EDU 625 GOVERNANCE & FINANCE**

**OF EDUCATION SYSTEMS (K-12)**

**3 credits**

Administrative structure and linkage of educational systems to varying local, state and national constituencies that have legislative and financial impact on institutional renewal and change. Offered: Graduate Spring I, Summer II.

**EDU 626 ADMINISTRATION OF CURRICULUM AND INSTRUCTION**

**3 credits**

The development, administration and evaluation of curriculum and instruction. Offered: Graduate Spring II, Summer I.

**EDU 627 HIGHER EDUCATION ECONOMICS AND FINANCE**

**3 credits**

Financial structure of higher education institutions and its relationship to private and public funding sources, higher education legislation, and innovative funding. Offered: Graduate Spring I.

**EDU 630 TRANSFORMATIONAL LEADERSHIP AND INNOVATION**

**3 credits**

This course covers theories of leadership: roles, styles and management of the change process in educational systems. Planning, implementation and assessment process of the leader's vision for program innovation are also addressed. Offered: Graduate Spring I, Summer II.

**EDU 635 TECHNOLOGY AND COMMUNICATION**

**FOR EDUCATIONAL SYSTEMS**

**3 credits**

The role of technology and its impact on traditional and nontraditional educational systems. Study includes historical perspectives on traditional and nontraditional ways of educating, coupled with theories of how we communicate and learn. Also addressed are the range and mix of technology available as instructional tools to enhance learning across culturally diverse groups and environments, and future directions of technological innovations in educational systems. This course is cross-listed as EDU 735. Offered: Graduate Fall II, Spring II, Summer I.

**EDU 650 HIGHER EDUCATION LAW**

**3 credits**

The impact of laws, regulations, and judicial opinions on institutions of higher education. Addressed are legal issues involved in various controversies coextensive with inquiry regarding the educational and policy implications of the legal cases considered. Offered: Graduate Spring I, Summer I.

**EDU 651 AMERICAN HIGHER EDUCATION CURRICULAR ISSUES**

**3 credits**

A conceptual analysis of curriculum and other educational program elements and rational relationships among them, including educational goals, instructional plans, program evaluation, managerial planning, content sources, and criteria for selection and organization. Offered: Graduate Fall II.

**EDU 652 ADMINISTRATION AND GOVERNANCE**

**OF HIGHER EDUCATION INSTITUTIONS**

**3 credits**

An analysis of controls in higher education: internal organizational patterns, roles of trustees, administrative personnel and faculties. The impact of teaching, research, criticism and sanctions on the differentiation of institutional goals also is covered. Offered: Graduate Fall I.

**EDU 653 TEACHING AND LEARNING****AT THE HIGHER EDUCATION LEVEL****3 credits**

This course is an introduction to general theories of human learning and their application to learning in academic disciplines. The course raises pedagogical and curricular issues related to the creation of instruction and learning environments in subject matter domains, as well as the evolution and status of instructional programs and practices in American higher education. Offered: Graduate Summer II.

**EDU 670 SPECIAL EDUCATION FOR ADMINISTRATORS****3 credits**

Designed for the administrator to understand and implement policies at the federal, state and local levels for children with special needs. Major theories in the field of special education will be the focus, along with strategies to evaluate special education programs, such as inclusion and transition. Program planning, child placement, least restrictive environment and assessment will be addressed. Offered: Graduate Fall I, Spring I, Summer I).

**EDU 698 THE PRACTICAL PRINCIPAL****3 credits**

An examination of the practical side of the principalship. Areas to be discussed include research, i.e. action research; issues of moral judgment; planning and conducting faculty meetings; supervising; writing reports and grant proposals for federal, state and local agencies; building school morale; and allocation of time. Offered: Graduate Summer II.

**EDU 699 INTERNSHIP****3 credits**

Culminating field experience for administrators. Supervised placement in an educational setting demonstrating competencies learned throughout the program. Prerequisites: Permission of college internship liaison, 3.0 cumulative GPA in major and/or departmental approval, and completion of all program requirements. Offered: Graduate Fall II, Spring II.

**ENG 099 ENGLISH SKILLS****non-credit**

A three-credit course in basic writing, grammar and sentence structure as prerequisite to ENG 101 when required. Includes writing lab requirements. This course is graded pass/fail, and course credit does not apply toward graduation requirements.

**ENG 101 ENGLISH COMPOSITION I****3 credits**

A course in clear, effective expression designed to develop ability in composition. Students study the essay and are trained in the use of library materials for preparing research papers. Includes writing lab requirement. This course fulfills the Gordon Rule. Students will write a minimum of 6,000 words. Students must earn a C- or higher to move on to ENG 102. Offered every semester. Prerequisite: Pass grade in ENG 099 or appropriate score on the placement test.

**ENG 102 ENGLISH COMPOSITION II/WORLD LITERATURE****3 credits**

A course in effective writing, emphasizing analysis of works of literature. Students study the various literary genres, reading and writing critically on a global canon. This course fulfills the Gordon Rule. Students will write a minimum of 6,000 words. Prerequisite: C- or higher in ENG 101. Offered: Every semester.

**ENG 201 STUDIES IN POETRY****3 credits**

A survey of the genre, using a global canon to study the formal elements and various forms of poetry. Prerequisite: C- or higher in ENG 102. Offered: Fall of odd-numbered years.

**ENG 202 STUDIES IN SHORT FICTION****3 credits**

A survey of the genre, using a global canon to study the formal elements of the short story. Prerequisite: C- or higher in ENG 102. Offered: Spring of odd-numbered years.

**ENG 203 STUDIES IN DRAMA****3 credits**

A survey of the genre, using a global canon to study the formal elements of dramatic

literature. Prerequisite: C- or higher in ENG 102. Offered: Spring of even-numbered years.

**ENG 204 STUDIES IN THE NOVEL****3 credits**

A survey of the genre, using a global canon to study the formal elements of the novel. Prerequisite: C- or higher in ENG 102. Offered: Fall of even-numbered years.

**ENG 311 CREATIVE WRITING****3 credits**

A practical course in writing poetry in fall of even-numbered years, fiction in the fall of odd-numbered years, and drama in the spring of odd-numbered years. Prerequisite: C- or higher in ENG 102.

**ENG 315 MEDIEVAL & RENAISSANCE LITERATURE****3 credits**

The course gives students a broad, multidisciplinary training in the literature, history, and Culture of Europe from the middle-ages to the early modern period. Prerequisite: C- or higher in ENG 102. Offered: Fall of odd-numbered years.

**ENG 325 SHAKESPEARE****3 credits**

An intensive study of the plays and sonnets of William Shakespeare. Prerequisite: C- or higher in ENG 102. Offered: Spring.

**ENG 330 AMERICAN LITERATURE I****3 credits**

A survey of American authors from the Colonial Period, the Age of Reason and the Romantic Era. Prerequisite: C- or higher in ENG 102. Offered: Fall of odd-numbered years.

**ENG 331 AMERICAN LITERATURE II****3 credits**

A survey of American authors from the Age of Realism through the 20th century. Prerequisite: C- or higher in ENG 102. Offered: Spring of even-numbered years.

**ENG 340 BRITISH LITERATURE I****3 credits**

A survey of major British authors up to and including the Renaissance. Prerequisite: C- or higher in ENG 102. Offered: Fall of even-numbered years.

**ENG 341 BRITISH LITERATURE II****3 credits**

A survey of major British authors after the Renaissance and through the 20th Century. Prerequisite: C- or higher in ENG 102. Offered: Spring of odd-numbered years.

**ENG 350 INTRODUCTION TO GENDER AND MULTICULTURALISM IN LITERATURE****3 credits**

This course is an analysis and appreciation of writings from a variety of diverse global groups with an emphasis on the uniqueness and nuances of culture and identity, the individual and an acknowledgement and recognition of differences among these various groups. It also will examine the development of gender formation and sexual identity as a social, political and historical construct and its representation in multicultural literature. Prerequisite: C- in ENG 102. Offered: Spring of odd-numbered years.

**ENG 405 SEMINAR IN GENDER AND LITERATURE****3 credits**

This course will enable students to comprehend the genesis of stereotypical gender roles and how this perception is formed by social, political and historical influences. This course also will present how this constricting perception of behavior has evolved into a more humanistic attitude toward equality in society and how these conceptions are represented in literature and various other cultural expression. Prerequisite: C- or higher in ENG 102. Offered: Spring of even-numbered years.

**ENG 420 TOPICS IN LITERATURE****3 credits**

An advanced study of selected themes, genres and authors. Prerequisite: C- or higher in ENG 102. Offered: Fall of even-numbered years and Spring of odd-numbered years.

**ENG 470 WRITING THE MAJOR THESIS 3 credits**

This is an upper-division writing workshop in which students receive instruction and feedback in writing as well as reinforcement of writing skills. Taught by an English professor, the course allows students to develop writing projects for assignments in their major program and to receive guidance on these projects from the planning stages through completion. Input from faculty members in the student's major program is encouraged. Prerequisite: C- or higher in ENG 102. Offered: Every semester.

**ENG 480 LITERARY THEORY 3 credits**

This capstone class provides tools for critical thinking that cuts across existing disciplines and demands reflection on categories which structure academic discourse. The course will introduce a diversity of literary theories through readings in drama, fiction, and poetry. Prerequisite: Permission of instructor. Offered: Fall of even-numbered years.

**EPA 540 TERRORISM: ITS EFFECT ON CRIMINAL JUSTICE AND EMERGENCY PLANNING 3 credits**

This course is designed to prepare students with the necessary, basic theoretical knowledge and ability to reasonably analyze the fundamental principles involved in political terrorism. Students will examine a variety of events, ranging from low-level threats and acts of violence that may represent significant risk to human life and property, to large-scale acts of violence involving weapons of mass destruction that may have devastating, long-term effects.

**EPA 620 INTERNSHIP IN EMERGENCY PLANNING AND ADMINISTRATION 3 credits**

The Internship in Emergency Planning and Administration is a practical experiential field placement in a public or private emergency administration setting. The internship combines practicum-based learning combined with applied research. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**EPA 630 TECHNOLOGY IN EMERGENCY PLANNING AND ADMINISTRATION 3 credits**

This course examines the nature and extent of current and emerging technologies in the field of Emergency Planning and Administration. It analyzes technology applications and their role in emergency planning, response, recovery and mitigation. Problems and issues associated with the introduction and use of technology applications for emergency management are considered. Various information systems that support decision-making in emergency administration are examined.

**EPA 640 PLANNING PROCESSES FOR EMERGENCY ADMINISTRATION 3 credits**

This course will examine various planning process models and methods used within the context of emergency planning and administration. Students will analyze how the planning process enables critical thinking by professionals and alternatives available in the event of an emergency. This course also considers the dynamics of coordination and cooperation among and between agencies that is required for effective emergency planning to occur.

**EPA 651 THE SOCIAL DIMENSIONS OF DISASTER 3 credits**

This course involves an analysis of sociological research regarding individual, group, organizational and community responses to, and recovery from, disasters. It examines how social science research can be used as a basis for modifying public policy related to emergency planning and administration. The course considers some theoretical principles that govern the design and implementation of effective disaster warning systems, myths concerning disaster response and how people will behave, and theoretical principles most relevant to the implementation of an effective local emergency management program.

**EPA 652 POLITICAL AND PUBLIC POLICY BASIS OF EMERGENCY PLANNING AND ADMINISTRATION 3 credits**

This course is an examination of the political and public policy environment in which emergency planning and administration is practiced. It examines the political dynamics of emergency management and analyzes government decision-making before, during and after disasters. Students study how political factors play a role in all phases of emergency and disaster management. Students also analyze various disaster policy studies for lessons learned.

**EPA 654 LIVING IN A HAZARDOUS ENVIRONMENT 3 credits**

An examination of selected natural hazards and their distribution; technical hazards and their origin and the frequency and impact of hazardous events. The course analyzes hazard perception and public response to natural hazards and technological failures, examines the consequences of hazards on society over time and assesses various mitigation strategies. Trends in hazards research are considered, and a variety of national and international issues are explored through case studies.

**EPA 655 VULNERABILITY ANALYSIS AND HAZARD MITIGATION 3 credits**

This course will examine hazard, risk and vulnerability analysis within the context of emergency planning and administration. The concept of hazard mitigation will be framed and analyzed as a tool to reduce vulnerability to humans and the built environment, thereby reducing potential damages from future disasters. The student will review federal, state, and local mitigation programs, and intergovernmental relationships will be explored. The role of the private sector and non-governmental organizations (NGOs) will be examined, and the economic effectiveness of vulnerability analysis will be assessed.

**EPA 665 GRADUATE PROJECT IN EMERGENCY PLANNING AND ADMINISTRATION 3 credits**

The culminating graduate project represents a topic of professional interest selected by the student and approved by his or her advisor for relevance and importance in the field of emergency planning and administration. In the project, the student must reflect the integration of theory and practice and demonstrate mastery in the subject matter. Final projects are presented in a seminar.

**GVC 105 DRAWING 3 credits**

A course designed to help students visualize their thoughts in drawings, beginning with the basics of drawing to free-hand drawing of three-dimensional objects.

**GVC 120 DESIGN 3 credits**

An introduction to the study of line, form, color, and texture with emphasis on the organization of these elements into composition.

**GVC 205 THREE-DIMENSIONAL COMPUTER MODELING 3 credits**

This course is an introduction to 3-D computer modeling and animation. It provides a basic understanding of the skills and techniques employed by 3-D designers in a wide-range of applications. The course covers several methods of modeling, applying textures and material to 3-D objects, lighting, animation and rendering and provides a foundation for further study in architectural, engineering and theatrical modeling and game design.

**GVC 220 COMMERCIAL LAYOUT AND DESIGN (QUARKXPRESS) 3 credits**

An examination of the principles of commercial layout and design through the use of industry standard software applications. Emphasis is placed on basic design composition utilizing digital imagery and its relationship to typography. Lab fee \$30. Prerequisite GVC 120.

**GVC 230 GRAPHICS I 3 credits**

The basics of design are used to develop two-dimensional designs that serve specific commercial needs. Prerequisite: GVC 120 or permission of instructor.

**GVC 240 COLOR THEORY****3 credits**

Through the use of acrylics and various tools and techniques, basic technical skills and color relationships are studied.

**GVC 260 HISTORY OF GRAPHIC DESIGN****3 credits**

This course explores the visual language invented and re-invented by human beings throughout history and covers the work of historically significant graphic designers and typographers. Prehistoric mark-making and the development of the written word are covered as well as revolutionary technological changes such as the invention of the printing press, moveable type and the digital information era.

**GVC 265 PHOTOGRAPHY****3 credits**

Fundamentals of digital photography, including picture-taking, camera technique, and digital printing. Lab fee: \$30.

**GVC 299 TOPICS IN GRAPHIC AND VISUAL COMMUNICATION****3 credits**

Specialized topics and trends in visual communication not covered in existing courses, such as: informational design, handmade art books, graphic web design, etc.

**GVC 305 THREE-DIMENSIONAL COMPUTER ANIMATION****3 credits**

The course guides students through various intermediate animation techniques in a computer generated environment with a focus on character motion. The project-based course enables students to study computer directed principles of movement and timing and creates animated movies and visual effects projects for film, TV, and Internet delivery.

**GVC 315 LIFE DRAWING****3 credits**

Through the use of the live model and lectures in basic anatomy, the course uses drawing as a finished work. Figure drawing stresses the use of light and proportion. Prerequisite: GVC 105.

**GVC 330 GRAPHICS II****3 credits**

Intermediate study of the materials and methods of graphic design. Prerequisites: GVC 230.

**GVC 331 PRINTMAKING****3 credits**

Advanced intaglio process. Advanced techniques in color printing and photo-etching. Prerequisite: Permission of instructor.

**GVC 335 ILLUSTRATION****3 credits**

An advanced drawing class stressing personal and creative use of tools and techniques to illustrate products, packaging, books and magazines. Prerequisite: GVC 105.

**GVC 340 DIGITAL ILLUSTRATION (ILLUSTRATOR)****3 credits**

In this course the student uses a vector-based program in the creation of digital line art. In addition to technical proficiency, design and craft play a strong role in the course objectives. Projects ranging from basic form to commercial graphics are explored. Students leave the course with several portfolio-quality pieces. Lab fee: \$30.

**GVC 345 FIGURE DRAWING METHODS****3 credits**

Explores the various methods used for finding individual styles of expression. Includes discussions of the historical and contemporary use of the figure in art. Prerequisite: GVC 315.

**GVC 350 ADVERTISING DESIGN AND PRODUCTION****3 credits**

This course concentrates on "real world" applications of design, principles and thought. Effective interaction with classmates are developed and employed as a resource in the conceptual and technical processes. Professionalism and attention to detail are emphasized and refined. Students learn how to manage projects for commercial printing applications. Time is given to improvement of ads from verbal direc-

tion as well as the design and production components. Lab fee: \$30. Prerequisite: GVC 230 or permission of instructor.

**GVC 360 DIGITAL IMAGING (PHOTOSHOP)****3 credits**

This course focuses on the use of photo-based software and its application in visual communication with an emphasis on photographic manipulation techniques for the graphic arts and advertising design. Prerequisite: GVC 265.

**GVC 363 PAINTING MATERIALS****3 credits**

Emphasis on an individual aesthetic related to materials. This is developed through a series of self-directed problems. Prerequisite: GVC 105.

**GVC 365 COLOR PHOTOGRAPHY****3 credits**

Advanced study in the use of color in photography. Coordinated work with certain other art and fashion classes is required. Lab fee: \$30. Prerequisite: GVC 265.

**GVC 370 CORPORATE ID****3 credits**

This course allows students to research and develop design elements that identify and advertise a corporation or business. Logo/trademarks, corporate collateral, uniforms and vehicle identification are explored and researched. All projects are carried through to final portfolio quality. Prerequisite: GVC 220 or permission of instructor.

**GVC 375 HISTORY OF PHOTOGRAPHY****3 credits**

A chronological survey of photography from the early technical developments to contemporary digital imaging with emphasis on conceptual and thematic aspects, as well as the impact on society.

**GVC 380 THREE-DIMENSIONAL DESIGN****3 credits**

Development of basic skills for building three-dimensional, conceptual and presentation models of products, furniture and buildings.

**GVC 385 HISTORY OF ANIMATION****3 credits**

A chronological survey of the evolution of animation in the visual media of film, TV and computer games.

**GVC 390 TYPOGRAPHY****3 credits**

Typographical forms are studied as both visual and verbal means of communication. Prerequisite: GVC 330 or permission of instructor.

**GVC 399 ISSUES IN GRAPHIC AND VISUAL COMMUNICATION****3 credits**

A seminar with variable topics, dealing with issues in graphic and visual communication, such as: motion graphics, senior design studio, advanced computer graphics, and computer animation, etc.

**GVC 430 GRAPHICS PRACTICUM****3 credits**

Students complete individual projects in advertising and graphic design; the instructor acts as client and critic. Students progress from proposal and contract to final presentation. Prerequisite: Permission of instructor.

**GVC 440 GRAPHIC DESIGN PRODUCTION****3 credits**

This capstone course enhances knowledge gained in earlier technology and design courses. Issues such as pre-press and printing are addressed. Students attend a field trip to a local printer and service bureau. In addition to a required packaging solution, students have an opportunity to propose individual projects. Lab fee: \$30. Prerequisite: Senior standing or permission of instructor.

**GVC 445 APPLIED PHOTOGRAPHY****3 credits**

The application of photographic principles in studio and on-site settings. Students utilize graphic elements in the preparation of digital imagery. Prerequisite: GVC 265.

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| <b>GVC 450 ADVANCED GRAPHIC DESIGN</b>   | <b>3 credits</b> | <b>HA 163 HOSPITALITY EMPLOYEE DEVELOPMENT</b>   | <b>3 credits</b> |
| Design as it relates to visual communication. Typography, symbol, image and visual organization are considered in the context of contemporary practice. Prerequisite: GVC 390 or permission of instructor.   |                  | Presents a framework for training and coaching, training for positive results, task and job development, how to hire trainable employees, individual and group training methods, how to develop training programs, attitude and motivation, coaching and counseling.   |                  |
| <b>GVC 455 ADVANCED PHOTOGRAPHY</b>  | <b>3 credits</b> | <b>HA 218 SPORTS SKILLS I: GOLF</b>  | <b>3 credits</b> |
| Advanced study of photography as an art form; includes use of color in photography, experimentation in composition and techniques in large format printing. Lab fee: \$30. Prerequisite: GVC 265.  |                  | This course focuses on the development of methods, techniques and form as supervised by a professional instructor. It is intended to develop students' playing abilities and sharpen their skills and talent. Course may be repeated with a different sport. Lab fee: \$50.  |                  |
| <b>GVC 460 ADVANCED TYPOGRAPHY</b>   | <b>3 credits</b> | <b>HA 231 HOSPITALITY MANAGEMENT AND ORGANIZATION</b>  | <b>3 credits</b> |
| Advanced study of typography. Students develop a more comprehensive understanding of the visual language and rhythm of typographic structure and form. Focus is placed on current typographic design trends in both the fine art and commercial design fields. This course is dependent upon students' previous course work in Typography I, Commercial Layout and Design (QuarkXpress) and Electronic Design (Illustrator). Prerequisites: GVC 220, 340, 360 and 390 or permission of instructor. |                  | Examines the skills specific to managing operations. Includes management responsibilities, operational responsibilities and the personal and professional demands of management.   |                  |
| <b>GVC 480 VISUAL COMMUNICATION SEMINAR</b>  | <b>4 credits</b> | <b>HA 250 GOLF SEMINAR I</b>   | <b>3 credits</b> |
| A capstone course designed to assess the degree to which the student has assimilated the knowledge and information of preceding courses. This is done through discussion, papers, essay, exams and group critiques of work-to-date. Prerequisite: Senior standing.   |                  | Relevant topics related to the management and operation of different types of golf facilities will be discussed. Trends and advances in the sport will be emphasized. Lab fee: \$50.   |                  |
| <b>GVC 485 INTERNSHIP</b>  | <b>3 credits</b> | <b>HA 261 FOOD SERVICE OPERATIONS II</b>   | <b>3 credits</b> |
| Under the direction of the Graphic and Visual Communication faculty, the student has the opportunity to pursue experience with practicing professionals. Prerequisite: Permission of college internship liaison and/or college approval, 2.5 or higher GPA.  |                  | This course is designed to teach the student the principles of menu planning and design in various types of food service operations.   |                  |
| <b>GVC 490 PORTFOLIO AND EXHIBITION</b>  | <b>3 credits</b> | <b>HA 263 FOOD SERVICE OPERATIONS III</b>  | <b>3 credits</b> |
| A capstone course that assesses and enhances each student's portfolio. As a group, the students demonstrate their ability to collaborate by designing and mounting an exhibition of their best work. For graduating seniors in the Graphic and Visual Communication program. Prerequisite: Senior standing.  |                  | Beverage management systems will be covered in this advanced course. The areas of selection, procurement, receiving, storage, controlling, preparation and service will be taught for different types of food service operations.  |                  |
| <b>GVC 493 PROFESSIONAL PRACTICES</b>  | <b>3 credits</b> | <b>HA 271 HOSPITALITY INDUSTRY HUMAN RELATIONS</b>   | <b>3 credits</b> |
| This course prepares students for employment in the professions of graphic design, photography, and computer animation. Working in small groups, students design, prepare, and present portfolios and resumes. Prerequisite: Senior standing.  |                  | Focuses on the transition of employee to supervisor, including how to handle difficult employees, implement motivational techniques and conduct performance evaluations. The course also describes the general process of management and how to achieve organizational goals by planning, organizing, coordinating, staffing, directing, controlling and evaluating functions. |                  |
| <b>GVC 499 MAJOR THESIS</b>  | <b>4 credits</b> | <b>HA 290 HOSPITALITY INTERNSHIP</b>   | <b>3 credits</b> |
| This course provides an opportunity for students to provide a body of work in which personal imagery, concept and technique are successfully integrated. Includes a written description of the student's personal aesthetic. For graduating seniors in the Graphic and Visual Communication program. Prerequisite: Senior standing.  |                  | Includes 150 hours of work in the hospitality industry. The field experience will be accompanied by reports, journals and faculty conferences. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.  |                  |
| <b>HA 100 INTRODUCTION TO HOSPITALITY AND TOURISM</b>  | <b>3 credits</b> | <b>HA 300 HOTEL – SPECIAL TOPICS</b>   | <b>3 credits</b> |
| Covers the growth and progress of the hospitality industry and how hospitality and tourism businesses are organized, financed and operated. The industry's opportunities and future trends are stressed.   |                  | The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the hotel industry.  |                  |
| <b>HA 125 INTRODUCTION TO SPORTS AND RECREATION MANAGEMENT</b>   | <b>3 credits</b> | <b>HA 301 RESORT – SPECIAL TOPICS</b>  | <b>3 credits</b> |
| A survey of the history, organizational structure and future direction of the sports and recreation industry.  |                  | The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the resort industry.   |                  |
| <b>HA 140 FRONT OFFICE OPERATIONS</b>  | <b>3 credits</b> | <b>HA 302 TOURISM – SPECIAL TOPICS</b>   | <b>3 credits</b> |
| This study of front office procedures and operations includes identification and duties of the front office staff, guest relations, front office salesmanship, room procedures and handling of cash/credit transactions.   |                  | The purpose of this course is to select special topics that are not covered in existing courses and expose students to recent developments and future research.  |                  |

**HA 303 HOSPITALITY – SPECIAL TOPICS** **3 credits**  
The hotel field is constantly changing due to new technology and avenues for their expansion and management. The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the hospitality industry.

**HA 304 FOOD SERVICE – SPECIAL TOPICS** **3 credits**  
The purpose of this course is to select special topics that are not covered in existing courses and expose students to recent developments and future research in the food service industry.

**HA 306 SPORTS – SPECIAL TOPICS** **3 credits**  
The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the sports industry.

**HA 308 RECREATION – SPECIAL TOPICS** **3 credits**  
The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the recreation industry.

**HA 310 HOSPITALITY INDUSTRY LAW** **3 credits**  
An analysis of the legal aspects of operating all types of hospitality facilities. The course explains precedents of common law and statutes relating to responsibility for guests, employees and property, limitation of liability, negligence and other legal relationships for hotels, motels, restaurants and clubs.

**HA 311 MANAGERIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY** **3 credits**  
Presents managerial accounting concepts and explains how they apply to specific operations within the hospitality industry. Includes understanding financial statements, budgeting, operational costs, internal control and planning cash flow. Incorporates the latest revision to the uniform system of accounts. Emphasis is placed on the need for and use of timely and relevant information as a vital tool in the management process. Lab fee: \$30. Prerequisite: HA 201 or ACC 201.

**HA 313 SPORTS LAW AND RISK MANAGEMENT** **3 credits**  
An examination of the legal aspects of amateur and professional sports with an emphasis placed on the review of contracts, torts and labor relations. Specific attention is given to league wide collective bargaining, standard player contracts, intellectual property rights and disability law in athletics. Risk management is explored through case studies.

**HA 315 LEISURE AND TOURISM IN A DIVERSE SOCIETY** **3 credits**  
An exploration of leisure activities, tourism and hospitality services within the multi-racial, multi-cultural, multi-ethnic society that is evolving through increasing globalization. The course includes a review of methodologies for servicing persons with disabilities and compliance considerations for ADA requirements, as well as applications within various age groups. Attention is given to consumer attitudes and creating meaningful leisure opportunities and leisure lifestyles in diverse communities.

**HA 326 METHODS OF TEACHING SPORTS** **3 credits**  
A professional sports management intensive course covering the techniques and methods of teaching sports such as golf, tennis and baseball.

**HA 331 HOSPITALITY STUDY TOURS** **3–9 credits**  
On-site experience at hospitality businesses for an evaluation of a domestic property. Management procedures, concepts and styles of operation will be scrutinized.

**HA 332 INTERNATIONAL STUDY TOURS** **3–9 credits**  
On-site experience at international hospitality businesses for a comparative evaluation of a domestic international property. Management procedures, concepts and styles of operation will be scrutinized.

**HA 338 CONCESSIONS MANAGEMENT** **3 credits**  
This course examines food and beverage concession operations within the sport and recreation industry in a variety of venues. Focuses on logistical, inventory, financial, cash control and human resources.

**HA 343 FOOD SERVICE PURCHASING** **3 credits**  
Describes the development and implementation of an effective hospitality purchasing program, focusing on the role of the purchasing department and the buyer, generation of specifications and the use of forms and control techniques.

**HA 345 FOOD PRODUCTION** **3 credits**  
This course will serve as an introduction to food production techniques and will include: processing of meats, stocks and sauces, continental cuisine and regional cuisines of America. Lab Fee: \$100. Prerequisite: HA 100.

**HA 347 FOOD SERVICE SANITATION** **3 credits**  
Details the fundamentals of sanitation for food service employees and covers practical guidance in safe food handling without neglecting the scientific principles underlying good sanitation practices.

**HA 348 FOOD AND BEVERAGE COST CONTROLS** **3 credits**  
This course will include a thorough analysis of food, beverage and labor cost control techniques from a management perspective. Prerequisite: HA 201.

**HA 349 FOOD AND BEVERAGE MANAGEMENT** **3 credits**  
Food and beverage management will be explained through the following areas: dining room management, beverage management, storeroom management, nutritional analysis, and menu planning.

**HA 350 MANAGEMENT INFORMATION SYSTEMS FOR THE HOSPITALITY INDUSTRY** **3 credits**  
Covers advanced topics such as computer system feasibility studies, designing a computer system and an in-depth study of lodging and resort Property Management Systems (PMS). PMS front office, PMS back office and PMS interfaces will be stressed. Lab fee: \$30.

**HA 353 HOSPITALITY SYSTEMS AND OPERATIONS** **3 credits**  
Systems and operations is designed to provide the advanced-standing student the opportunity to face problems similar to those which confront a hospitality manager through intense, systematic and detailed analysis of case studies.

**HA 355 CUSTOMER SERVICE** **3 credits**  
An emphasis on the development of company policies and strategies pertaining to the execution of good customer service. It also provides the techniques and methods to train personnel in the implementation of standards relating to customer service. Evaluation methods focusing on consumers, their needs and the skills needed to anticipate these needs as well as developing solutions to customer problems and complaints.

**HA 358 HOSPITALITY LABOR RELATIONS** **3 credits**  
Topics include history of organized labor, union organizing campaigns, labor law, employment law, collective bargaining and union management relations. Case studies and role playing are integral parts of the course.

**HA 360 METHODS/MATERIALS OF TEACHING GOLF** **3 credits**  
A professional golf management intensive course covering the techniques of teaching golf. Lab fee: \$50.

**HA 370 GROUP AND CONVENTION MANAGEMENT** **3 credits**  
Defines the scope and various segments of the convention market. Explains what is required to meet the individual needs of patrons and explores methods and techniques that lead to the development and implementation of more competitive service.

**HA 376 SPORTS MARKETING** **3 credits**  
The contrast and comparison of basic marketing concepts as they relate to amateur and professional sports. Includes promotion and public relations, strategic marketing planning, consumer behavior, representation of the professional athlete, team media relations, marketing information management, market planning and marketing technology.

**HA 380 WORLD TOURIST ATTRACTIONS** **3 credits**  
A geographical, social, cultural, political and economic analysis of the world's major tourist areas. Course study includes an investigation into historical foundations and developments that have contributed to or have had an impact upon an area's offerings to the tourist market. The tourists' reasons for choosing such destinations also are examined.

**HA 385 TOURISM PLANNING AND DEVELOPMENT** **3 credits**  
A detailed analysis of the immense proportions of world tourism, spanning the processes of long-range planning and management strategies that ensure tourism's proper development within the economic, political and social sectors. Topics range from a market analysis and conceptual planning to site development, transportation, accommodations and support industries.

**HA 390 HOSPITALITY INTERNSHIP** **3 credits**  
Includes 150 hours of field work in the hospitality industry. The field experience will be accompanied by readings, reports, journals and faculty conferences. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**HA 410 HOSPITALITY LEADERSHIP AND SUPERVISION** **3 credits**  
An incident approach is used to provide a cross-section of supervisory situations that have faced hospitality management. Emphasis is given to particular situations involving leadership development, ethical behavior and social responsibility.

**HA 413 POLICY & ETHICS IN SPORTS** **3 credits**  
A critique of existing policies for managing sports organizations and development of an ethical compass to assist students to guide them through the various challenges faced in the sporting industry. The course will analyze issues related to sports morality, including worldwide sociological influences and philosophical principles.

**HA 414 ORGANIZATION AND MANAGEMENT  
IN PROFESSIONAL SPORTS** **3 credits**  
An exploration of the fundamentals of managing professional sports, including organizational structure of league-based and individual sports. The course includes an overview of ownership, franchise operations, governance, broadcasting, labor/management relations, licensing and sponsorship.

**HA 415 ORGANIZATION AND MANAGEMENT  
IN AMATEUR AND INTERCOLLEGIATE SPORTS** **3 credits**  
Investigation of the specific issues facing intercollegiate, amateur and Olympic athletics. The course includes an in-depth examination of NCAA structure, management and rules compliance; an overview of Olympic host-city site selection,

marketing and operations; and attentiveness to recreational sports administration, including youth sports.

**HA 416 SPORTS AND RECREATION FACILITIES** **3 credits**  
This course provides an understanding of recreational facilities and the layout of space allocation, both indoors and outdoors. Emphasis is placed on equipment, construction and maintenance of facilities.

**HA 426 HEALTH FACILITIES** **3 credits**  
The study of administrative theory, responsibilities, personnel supervision and operational functions of a health facility manager. Programs and equipment utilized in the facility will be studied in depth.

**HA 427 FACILITY PLANNING, DESIGN & MANAGEMENT** **3 credits**  
The cultural importance of hotel design has never been greater, becoming the mirror for consumer aspirations and the pivotal point for innovation in architecture and design. With a burgeoning interest in eco-resorts, spas and retreats, this course investigates hotels as both the leaders of style and as the antidote to the negative aspects of modern life, taking into consideration the functional aspects of facility planning and management.

**HA 428 EVENT AND CONFERENCE MANAGEMENT** **3 credits**  
An advanced investigation of the logistics and managerial considerations involved with the social function, meeting, conference and convention aspects of hotel and resort operations. Studies are focused on planning, executing and analyzing the success of events, including on-premise catering and banquets.

**HA 429 REVENUE MANAGEMENT** **3 credits**  
An in-depth study of the concept and practice of revenue management, investigating the comprehensive applications utilized in the broad spectrum of hospitality organizations. This course provides insight and understanding on the integration of revenue management decision making and its relation to profit centers and operating departments.

**HA 437 SPA CUISINE** **3 credits**  
Explores menu planning, recipe development, and food production suitable for the spa objectives of healthy life styles. Nutrition and wellness will be emphasized.

**HA 438 SPA OPERATIONS AND SERVICES MANAGEMENT** **3 credits**  
This course is a study in the categories of spas, amenities, operations, marketing and management. Studies differences between Resort Spa, Amenity Spas, Day Spas, and Destination Spas and how management practices differ within each. Includes a review of the types of spa treatments and equipment needs, safety, legal and ethical issues. Field trips and guest lecturers are utilized.

**HA 445 ADVANCED FOOD PRODUCTION** **3 credits**  
This course will provide advanced food production analysis in the areas of quantity food production, health conscious cuisine and Garde Manger. Lab fee: \$100. Prerequisite: HA 345.

**HA 446 SPORTS AND RECREATION SEMINAR** **3 credits**  
Advanced topics related to the management and operation of different types of club and recreational facilities will be discussed. Contemporary topics and trends, as well as current research will be covered.

**HA 447 INTERNATIONAL BAKING AND PASTRY** **3 credits**  
A global survey of the art and science of baking and pastry production. Topics include: breads and rolls, French pastries, cakes, tortes and other international pastries.

**HA 449 INTERNATIONAL CUISINE****3 credits**

This course will provide the advanced student an analysis of Classic French, European, Asian and various other cuisines.

**HA 455 CLUB FACILITIES MANAGEMENT****3 credits**

This course provides an understanding of golf operation facilities and the layout of space both indoors and outdoors. Emphasis is placed on equipment, construction and maintenance of these facilities.

**HA 456 RESORT MANAGEMENT & OPERATIONS****3 credits**

Investigates the structure and logistics involved in the operation of hospitality facilities including resorts, vacation-ownership properties, clubs and spas. Examines the various responsibilities of the engineering and maintenance departments, reviews environmental issues, renovation considerations, building operation systems, resource management, and housekeeping operations.

**HA 457 PRINCIPLES OF VACATION OWNERSHIP****3 credits**

Introduces the time-share and vacation ownership industry and the issues currently affecting that sector of hospitality. Management skills, tools and techniques will be examined as they relate to the successful strategic management of vacation ownership properties. The course includes investigation of legislation, legal structure, development, program design, finance, owner services, marketing, sales and property management concerns in vacation ownership.

**HA 458 MARKETING STRATEGIES FOR VACATION OWNERSHIP 3 credits**

This course builds upon the fundamental principles of marketing and investigates the differences in application when determining business development strategies that are focused within the vacation ownership sector. Includes product design, pricing models, distribution methodologies, and promotional programming; with attention given to the dynamics of personal selling, incentives, presentation techniques, adaptive selling and relationship marketing activities. Prerequisite: MKT 250.

**HA 459 INVENTORY MANAGEMENT FOR VACATION OWNERSHIP 3 credits**

Examines the systems utilized in the time-share, vacation ownership, condo-hotel, hotel-condo and fractional sectors of the hospitality industry for owner exchanges, inventory utilization, electronic distribution, reservations processing and access management. Investigates the intricacies of vacation ownership models and reviews the techniques used by the industry sector for balancing priorities for consumption of points, time, and fractional obligations. Presents case studies with examples of how leaders in the industry control and optimize inventory resources.

**HA 460 GOLF SEMINAR II****3 credits**

A continuation of HA 250. Lab fee \$50.

**HA 481 HOSPITALITY INDUSTRY SEMINAR****3 credits**

This capstone course will include current issues in personal and professional development for the hospitality manager. Topics include ethics, principle-centered living, and situational leadership. Prerequisite: Senior standing or consent of instructor.

**HA 484 DEVELOPMENT OF RECREATIONAL PROGRAMS AND LEISURE ACTIVITIES****3 credits**

This course investigates the theory and techniques involved in developing programmed recreational and leisure activities. Includes needs assessment, goal and objective setting, program design, organization, management, logistics and deployment.

**HA 485 TURF AND LANDSCAPE MANAGEMENT****3 credits**

Basic care and maintenance of fine turf grass, trees, shrubs and ornamental plants used on golf courses.

**HA 487 TOURISM SEMINAR****3 credits**

Current topics and developments within the tourism/hospitality industry with emphasis on career development in tourism and travel. Prerequisite: Senior standing.

**HA 488 CLUB & SPA MARKETING AND BUSINESS DEVELOPMENT 3 credits**

A review of the marketing and business development principles and approaches that are unique to club and spa businesses. This course also addresses the importance of sales in developing profitable club and spa patronage, including selling retail items and tangential merchandise, experiences and services that are integral to these establishments. Prerequisite: MKT 250.

**HA 490 HOSPITALITY INTERNSHIP****3 credits**

Includes 150 hours of field work in the hospitality industry. The field experience will be accompanied by readings, reports, journals and faculty conferences. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**HA 491 ADVANCED INTERNSHIP IN VACATION OWNERSHIP 4 credits**

After completing and documenting 600 hours of related internship experience and holding senior status, students must complete an additional 200 hours of supervised work experience with an approved project in vacation ownership during which managerial exposures are required. Minimum 2.0 GPA and consent of advisor required to register for the course.

**HA 492 ADVANCED INTERNSHIP IN SPA MANAGEMENT 4 credits**

After completing and documenting 600 hours of related internship experience and holding senior status, students must complete an additional 200 hours of supervised work experience with an approved project in spa management during which managerial exposures are required. Minimum 2.0 GPA and consent of advisor required to register for the course.

**HA 493 ADVANCED INTERNSHIP****IN RESORT & HOTEL MANAGEMENT****4 credits**

After completing and documenting 600 hours of related internship experience and holding senior status, students must complete an additional 200 hours of supervised work experience with an approved project in resort and hotel management during which managerial exposures are required. Minimum 2.0 GPA and consent of advisor required to register for the course.

**HA 494 ADVANCED INTERNSHIP****IN SPORTS & RECREATION MANAGEMENT****4 credits**

After completing and documenting 600 hours of related internship experience and holding senior status, students must complete an additional 200 hours of supervised work experience with an approved project in sports and recreation management during which managerial exposures are required. Minimum 2.0 GPA and consent of advisor required to register for the course.

**HA 495 RESEARCH IN HOSPITALITY****3 credits**

Independent research projects or other approved phases of research or independent study. Prerequisite: Permission of the dean.

**HA 496 ADVANCED INTERNSHIP IN CLUB MANAGEMENT 4 credits**

After completing and documenting 600 hours of related internship experience and holding senior status, students must complete an additional 200 hours of supervised work experience with an approved project in club management during which managerial exposures are required. Minimum 2.0 GPA and consent of advisor required to register for the course.



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|--|--------------------|--|------------------|
| <b>HA 499 INDEPENDENT STUDY IN HOSPITALITY II</b>  | <b>3 credits</b>   | <b>HIS 222 AMERICAN HISTORY II</b>   | <b>3 credits</b> |
| Independent research projects or other approved phases of research or independent study. Prerequisite: Permission of the dean.   |                    | A general examination of the social, political, cultural, economic and international events influencing the United States from the Civil War to World War II.  |                  |
| <b>HA 525 FOOD SERVICE ADMINISTRATION</b>  | <b>3 credits</b>   | <b>HIS 225 UNITED STATES GOVERNMENT</b>  | <b>3 credits</b> |
| Food service systems and operations. Controls and financial management of efficient food service operations.   |                    | An examination of the Constitution, foundations of political power, national parties, the executive, legislative and judicial functions, and the impact of government policies on national and international issues. Cross-listed with IRPS 225.   |                  |
| <b>HA 530 RESORT DEVELOPMENT AND MANAGEMENT</b>  | <b>3 credits</b>   | <b>HIS 230 SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES</b>   | <b>3 credits</b> |
| Principles of resort management with particular reference to the social, economic and environmental issues involved in resort development and management.  |                    | A topical approach to key political and social events that have an impact on American culture.   |                  |
| <b>HA 550 HOSPITALITY MANAGEMENT EDUCATION</b>   | <b>3 credits</b>   | <b>HIS 240 AMERICAN SOCIETY SINCE 1945</b>   | <b>3 credits</b> |
| An overview of educational research, curriculum development and the role of the faculty member in hospitality management education.  |                    | The aim of this course is to explore social, political, economic and cultural change in the United States since 1945. Topics include family life, popular music, the suburban experience, women's and civil rights movements, and life in a consumer society.  |                  |
| <b>HA 555 FINANCIAL MANAGEMENT</b>   | <b>3 credits</b>   | <b>HIS 320 LATIN AMERICAN HISTORY</b>  | <b>3 credits</b> |
| An overview of long- and short-term financial management in the service industry, including pricing, cost analysis, forecasting and financial statement analysis.  |                    | An examination of international, social, economic and political life of Latin America from the perspective of selected countries as well as regions. Emphasis given to the role of international organizations, regionalism, and the trend toward economic integration. Cross-listed with IRPS 320. Prerequisite: IRPS 150 or IRPS 250.                                  |                  |
| <b>HA 570 HUMAN RESOURCE MANAGEMENT AND LABOR RELATIONS</b>  | <b>3 credits</b>   | <b>HIS 332 HISTORY OF AMERICAN CAPITALISM</b>  | <b>3 credits</b> |
| Comprehensive overview of personnel practices and labor relations including human resource planning, ADA, staffing, performance appraisal, leadership studies, labor-management relations and collective bargaining. Leadership studies are highlighted. |                    | This course is a survey of the development of American business from colonial times to the present. The course will investigate the evolution of modern managerial capitalism and study some of the people who created it, organized it and then made it work. In addition, this course will explore the history of managerial behavior and ethics in American business. |                  |
| <b>HA 575 SERVICE MANAGEMENT</b>   | <b>3 credits</b>   | <b>HIS 360 THE AMERICAN EXPERIENCE THROUGH FILM</b>  | <b>3 credits</b> |
| An integrated approach to the marketing, operational and human aspects of managing a service business. Case studies of service businesses provide the major focus for service management analysis.   |                    | Historical and contemporary America as viewed by the American Film Industry using various perspectives across disciplines such as: social and behavioral sciences, science and technologies, film and humanities.  |                  |
| <b>HA 597 INDEPENDENT STUDY IN HOSPITALITY MANAGEMENT</b>  | <b>1–3 credits</b> | <b>HIS 481 SEMINAR IN HISTORICAL STUDIES: THE HOLOCAUST</b>  | <b>3 credits</b> |
| Opportunities to explore both career directions and areas of individual interest.  |                    | This course will examine Hitler's anti-Semitic policies and practices, their causative factors and their implications as an example of the effect of prejudice. Prerequisite: Junior and senior standing.  |                  |
| <b>HA 665 GRADUATE PROJECT IN HOSPITALITY MANAGEMENT</b>   | <b>3 credits</b>   | <b>HIS 482 HISTORY SEMINAR</b>   | <b>3 credits</b> |
| The project is developed in an area of professional interest and importance in the hospitality field. The project must reflect the integration of theory and practice, as well as demonstrate expertise in the subject matter.                           |                    | A series of analyses and discussions of contemporary problems in political science. Individual student research and reports are required. Prerequisite: Senior standing.   |                  |
| <b>HA 670 SPECIAL TOPICS IN HOSPITALITY</b>  | <b>3 credits</b>   | <b>HNR 295 HONORS SEMINAR I</b>  | <b>1 credit</b>  |
| Analysis of special topics of current interest that reflect the latest developments or current trends in the industry.   |                    | Open to sophomores and above who meet certain academic average standards, by recommendation and invitation of a faculty honors committee. Special topics to be covered will be selected by the students involved and team-taught by faculty. Enrollment limited to 15 students.  |                  |
| <b>HIS 111 WESTERN CIVILIZATION I</b>  | <b>3 credits</b>   | <b>HNR 395 HONORS SEMINAR II</b>   | <b>1 credit</b>  |
| An examination of the significant trends and influences of the Greek, Roman, Early Christian, Byzantine, Islamic, Medieval and Non-Western civilizations. Also includes the Renaissance and Reformation.   |                    | Open to seniors who have completed HNR 295 and continue to meet the requisite academic average standards. Other openings are filled through recommendation and invitation of a faculty honors committee. Special topics to be determined by the students and team-taught by faculty. Enrollment limited to 15 students.  |                  |
| <b>HIS 112 WESTERN CIVILIZATION II</b>   | <b>3 credits</b>   |  |                  |
| An examination of the social, political, economic, international, and cultural events from the European Renaissance to the First World War.  |                    |  |                  |
| <b>HIS 113 20TH CENTURY WORLD</b>  | <b>3 credits</b>   |  |                  |
| An examination of significant trends and events from 1930 to the present using comparative perspectives.   |                    |  |                  |
| <b>HIS 221 AMERICAN HISTORY I*</b>   | <b>3 credits</b>   |  |                  |
| A general examination of the social, political, cultural, and economic history of the United States from the "New World" to the Civil War.   |                    |  |                  |

**HNR 495 HONORS SEMINAR III****1 credit**

Open to seniors who have completed HNR 395 and continue to meet the requisite academic average standards. Other openings are filled through recommendation and invitation of a faculty honors committee. Special topics to be determined by the students and team-taught by faculty. Enrollment limited to 15 students.

**HS 100 INTRODUCTION TO HUMAN SERVICES I****3 credits**

This course surveys and discusses the theoretical concepts and principles upon which the human service field operates. Students visit agencies and human service organizations to observe community settings. They will gain a basic knowledge of the human service field.

**HS 150 INTRODUCTION TO LEADERSHIP****3 credits**

The course introduces students to the basic principles of contemporary management and leadership styles, differentiates between the study of management and leadership, and cites the function of leadership in education, in cultural management and other human services industries.

**HS 200 INTERPERSONAL PROCESS IN HUMAN SERVICES****3 credits**

This course will focus on assessment and intervention skills, with an emphasis on the theories and skills commonly used when working with families, groups, and organizations. The developmental theories of human behavior will be discussed, leading to an examination of the range of cognitive-behavioral interventions commonly used by human service workers. An emphasis will be placed on the importance of the interaction between helper and client and the utilization of the helping relationship as an agent of change.

**HS 240 HELPING IN HUMAN SERVICES****3 credits**

This course will provide an in-depth understanding of ONE particular social problem commonly encountered by human services professionals. The content of the course will be determined by the instructor.

**HS 255 HUMAN SERVICE ORGANIZATIONAL SYSTEMS****3 credits**

The dynamics of human service organizations in relation to other human service systems. Emphasis on knowledge of factors that influence organizational behavior, the skills useful in influencing organizational outcomes and the characteristics of effective human service professionals in human services organizations. Prerequisite: HS 100.

**HS 301 HUMAN SERVICE PROFESSIONALS AS ADVOCATES****3 credits**

Students will explore a range of contemporary social problems commonly encountered by the human service professional. The history of applicable social welfare policies and programs will be discussed, as will the role of the human service worker in client advocacy. Students will critically examine the relationship between policy and services in the United States at the local, state and national levels. Students will learn the skills necessary to advocate on behalf of clients and become agents of system change.

**HS 320 COMPARATIVE EDUCATION AND HUMAN SERVICES****3 credits**

The educational and human service systems of selected developed and developing countries studied in cross-cultural perspective.

**HS 325 GROUPWORK & FAMILY SYSTEMS****3 credits**

This course is designed to provide students with the theories, skills, and techniques of human service casework practice as applied to small groups and families. Students will develop a theoretical understanding of groups and families, and will learn to apply entry level skills for assessing and intervening with families and groups in a wide range of social service agencies and with a diverse client population.

**HS 330 THE POLITICS OF AMERICAN EDUCATION AND HUMAN SERVICES****3 credits**

An analysis of the political processes that shape and influence educational politics and human service agencies in the United States at the local, state, and national levels.

**HS 340 PERSONAL DEVELOPMENT FOR HUMAN SERVICE PROFESSIONALS****3 credits**

The student will be encouraged to develop self-awareness and a personal helping philosophy. Students will examine how their own personal and professional values, attitudes, beliefs, and experiences affect their work with clients. Also, students will increase sensitivity to diversity issues. Prerequisite: HS 100.

**HS 355 THE ADMINISTRATION OF CHANGE****3 credits**

Course content includes forces of change, models and strategies for intentional change diffusion, planning and managing change, and self-renewal in educational organizations and human services.

**HS 360 ASSESSMENT AND INTERVIEWING IN THE HUMAN SERVICES****3 credits**

Students will review the psychological, developmental, social, behavioral, and systems theories that help us to understand human behavior. With a focus on interviewing, engagement, and assessment skills, students will learn to gather information, assess client problems and behaviors, and identify client strengths. Multidisciplinary team participation will be discussed. Prerequisite: HS 100.

**HS 370 PROGRAM PLANNING AND EVALUATION IN HUMAN SERVICE ORGANIZATIONS****3 credits**

The knowledge and skills involved in planning, management and evaluation of programs in the human services. The problem-solving process and decision-making are emphasized. Prerequisite: HS 255.

**HS 400 LEADERSHIP BEHAVIOR****3 credits**

This course is designed to provide students the opportunity to simulate the position of a human service administrator and assume the leadership of a typical agency. The content is developed around the use of simulated materials and focuses on the individual student and his/her approach to realistic problems and situations faced by a human service administrator. These responses are the basis for the student's self-examination of his/her administrative behavior and enable him/her to capitalize upon strengths and ameliorate weaknesses.

**HS 410 CASE MANAGEMENT STRATEGIES****3 credits**

Service planning and evaluation, case documentation, and case management skills will be emphasized, as will the role of collaboration in an inter-disciplinary setting. The course will also cover basic cognitive-behavioral and affective helping strategies, crisis intervention, problem-solving techniques, and referral to community resources and other professional helpers. Prerequisites: HS 100, HS 360.

**HS 420 ETHICAL AND LEGAL ISSUES IN HUMAN SERVICES****3 credits**

This course will focus on a range of ethical, legal, and professional issues facing the diverse disciplines of the helping professions. Designed to teach a process of ethical decision-making and to increase awareness of the complexities of helping, students will critically examine ethical dilemmas and various professional ethical codes as they learn about confidentiality, client records, legal documents, ethical standards, regulatory statutes, professional boundaries, and preparation for court testimony.

**HS 450 HUMAN SERVICES INTERNSHIP I****6 credits**

Students will spend 20 hours per week in an internship situation within a human service organization. This internship will be offered concurrently with weekly seminar sessions. Seminar sessions will allow students to discuss their experiences, and will supplement the fieldwork with practical application of current theories and research regarding the settings in which students will be placed for their internship hours. Students must provide their own transportation to the off-campus internship location.

**HS 475 HUMAN SERVICES SENIOR INTERNSHIP****6 credits**

Students will spend a minimum of 20 hours per week in an internship within a human service organization or setting that is consistent with the student's interests. Students are required to attend weekly seminars and to complete a senior paper that will include a description and in-depth study of the student's internship setting. Students must provide their own transportation to the off-campus internship location. Prerequisite: HS 450.

**HS 482 HUMAN SERVICES SENIOR SEMINAR****3 credits**

This seminar will offer a study of selected issues and specialized topics in the field of human services. Designed for seniors, the seminar will help prepare students for entrance level employment positions. Interviewing techniques will be explored, and a written resume and work portfolio will be designed by each student. Prerequisite: Senior standing.

**HUM 101 ART APPRECIATION****3 credits**

This course will concentrate on specific works of art which are expressions of the cultural values held by people from nations around the world. While the focus of the course is on artistic monuments and works, they cannot be thoroughly comprehended without including material about the historical events, philosophy and intellectual ideas that inspired these works. The goal of this course is to enable students to increase their awareness through the study of art of the rich and vast numbers of cultures that have and currently make up our global world. It also will show how these cultures have interacted and contributed to the development of human civilization.

**HUM 102 MUSIC APPRECIATION****3 credits**

This course offers an introduction to the wondrous universal language of music. Through the study of both recordings and live, in-class performances, students will gain familiarity with the fundamental forms of instrumental, symphonic, chamber and vocal compositions, from the early Renaissance period through the birth and development of jazz to contemporary commercial forms. Prominent musical characteristics, practical terminology, and influential musicians are spotlighted from styles including but not limited to, the Baroque, Classical, romantic, blues, jazz, theatre, and film genres, as students gain the intellectual and historical information helpful to articulate the emotional response they feel when listening and experiencing music of all kinds.

**HUM 104 DANCE APPRECIATION****3 credits**

This is a performance course that also introduces students to the study of dance techniques, criticism and appreciation. Students explore classical and contemporary dance vocabulary.

**HUM 107 WORLD PHILOSOPHY****3 credits**

This course introduces students to philosophical thinking by exposing them to the basic human questions that characterize the philosophy of all cultures. Emphasizing the relevance of philosophy to everyday life in many non-Western societies, we will read works of Buddhist, Taoist, African, Latin American, and Middle Eastern origin, and consider a variety of perspectives, including the voices of women, indigenous people, and philosophical fiction. Works will be placed in historical, cultural, and geographic context to reveal how much of what we know about these cultures is governed by

stereotypes and misleading distortions. Classic themes of the Western philosophical tradition will be addressed, while stressing the universality of the search for meaning in life that drives all philosophical reflection.

**HUM 201 LOGIC****3 credits**

An elementary course in the principles and problems of critical thinking. The relation between language and reasoning, different uses of language, and problems of meaning are emphasized in the context of real-world arguments. Essential preparation for students considering taking the LSAT examination, formal principles of deductive and inductive reasoning are studied and applied through close analysis of actual arguments over political and legal issues of the day.

**HUM 203 EARLY ART HISTORY****3 credits**

This course examines specific works of art that are expressions of the cultural values of ancient peoples from around the world. The artistic monuments and works of the Stone Age and Pre-Historic Aegean, as well the ancient civilizations of the Near East, Egypt, Greece, India, Pakistan, China, Japan, Rome, and the Islamic world will be covered. Exploring the origins of the rich cultural traditions that inform our world will give students a greater awareness of how these cultures have interacted and contributed to the development of human civilization in our global society. Prerequisite: HUM 101 or HUM 170.

**HUM 204 RENAISSANCE TO MODERN ART HISTORY****3 credits**

This course examines specific works of art during the Medieval period to the 19th century from a variety of cultural traditions around the world. Gothic, Renaissance, Humanist, Mannerist, Baroque, Native American, Oceanic, Neoclassical, and Impressionist artistic works and monuments will be studied. Through exploration of the development of art during this key historical period, students will gain insight into the rich cultures that comprise our world. Prerequisite: HUM 101 or HUM 170.

**HUM 210 ART IN CHINA AND THE PACIFIC RIM****3 credits**

This course exposes the student to a deeper awareness of Chinese culture through an interdisciplinary approach that draws on the main emphases in the humanities of history, art, music, language, and literature. Consideration of worldview and ideology in China's relationship to past and contemporary global issues, as well as Chinese influence on countries considered in The Pacific Rim, will serve as an integral theme of the course. This course will encompass exploration of Pacific Rim art and cultures, including Japan, India, Indonesia, and Korea, as well as the influences of Buddhist art and ideology.

**HUM 211 ASIAN PHILOSOPHY****3 credits**

The course introduces students to the deeply rooted traditions of thought that inform the belief systems of contemporary Asia. Particular attention will be paid to the influence of these traditions on current cultural practices. Themes addressed will include the individual's relationship to nature, the existence of evil in the world, relations between humans, including social and political hierarchies, the role of the human ego in society, and what it means to live a life of virtue. The major traditions of Hinduism, Buddhism, Taoism and Confucianism will be discussed, as well as Shintoism, Maoism and Zen Buddhism.

**HUM 221 INTRODUCTION TO PHILOSOPHY****3 credits**

In the spirit of William James' belief that philosophy "is not a technical matter, but our more or less dumb sense of what life honestly and deeply means," this course introduces students to the practice of philosophy as a way of life, rather than a field of abstract reflection accessible only to experts. We will read diverse works by both the classical greats and contemporary thinkers as we reflect upon issues of truth, knowledge, reality, ethics, selfhood, religion, and politics, and their bearing on our individual lives.

**HUM 230 WORLD RELIGIONS****3 credits**

A comparative study of the great religious traditions of the world which seeks to understand their place in history and their impact on the world today. Hinduism, Buddhism, Christianity, Islam, Taoism, Native American, and African traditions will be discussed. The course will approach these traditions as living. It will invite students to enter into dialogue with them, observe them in their unique cultural contexts, and ultimately to learn how they enrich and challenge our lives.

**HUM 300 GREAT ISSUES****3 credits**

This course is an in-depth exploration of the issues and ideas contemplated by human beings throughout the ages. Through careful reading of thinkers who have left a lasting impression on our culture from a variety of disciplines, including philosophy, literature, political theory, psychology, and economics, we will read, reflect on and discuss questions of justice, our relation to government, wealth and poverty, and the nature of mind. Inquiring into issues of faith, morals, liberty, equality, feminism and culture, we will work to generate insights into the fundamental issues of human existence, as well as our own lives. Prerequisite: Junior or senior standing.

**HUM 301 CREATIVE THINKING****3 credits**

This course examines the nature of human creativity. Through readings of creative thinkers from diverse fields such as mathematics, music, science, poetry and art reflecting on their own creativity, we will study what makes creative individuals creative. Their insights into the process of creative thinking will provide a window into students' own minds, as we reflect on such issues as the nature of the creative process, where ideas come from, the role of dreams and the unconscious in creativity, the relation of creative individuals to society, and the idea of personal identity and style. Prerequisite: Junior or Senior standing.

**HUM 302 ETHICS****3 credits**

This course approaches the study of ethics from a philosophical perspective. After examining the four major philosophical schools of ethical thought – virtue ethics, deontological ethics, utilitarianism, and rights-based ethics – we will turn to a number of contemporary ethical debates, including abortion, capital punishment, pornography and drugs, affirmative action, animal rights, and war and terrorism to analyze and discuss the various arguments from a philosophical point of view.

**HUM 315 MODERN ART HISTORY:****POST-IMPRESSIONISM TO 1945****3 credits**

From the Post-Impressionists to the Abstract Expressionists, this course explores 20th century visual arts. Decade by decade, this exploration will trace the development of architecture, painting, sculpture, and photography from 1890 to modern day. Close attention will be paid to the historical, social and intellectual contexts that supported each creative school of art. Prerequisite: HUM 101 or HUM 170.

**HUM 320 THE CLASSICS****3 credits**

This course introduces students to the classics of ancient Greece and Rome. Through study of the great works produced by these civilizations, students will gain insight into their own society, as well as into the forces that have shaped the modern world. From the Greeks, readings will include the Homeric epic poems, the tragedies of Sophocles, Aeschylus, and Euripides, a selection of Plato's "Dialogues", and Aristophanes' "Clouds." From the Romans, Cicero, Virgil, Ovid, and Seneca. Prerequisites: HUM 101, HUM 170.

**HUM 330 PHILOSOPHY AND FILM****3 credits**

This interdisciplinary course takes a novel approach to the study of philosophy. Using the medium of contemporary cinema as a window into the philosophical tradition, this course examines the idea of film as a mode of philosophical expression. Recent and past films will be studied from a philosophical perspective by pairing them with

the key philosophical ideas of which they are an expression. Students will study the ideas of Plato, Descartes, Hobbes, Nietzsche, and Freud among others, as they contemplate classic philosophical themes about truth and reality, the limits of knowledge, the nature of human consciousness, and timeless issues of ethics, God, and religion. Prerequisite: Junior or senior standing.

**HUM 340 PHILOSOPHY AND POPULAR CULTURE****3 credits**

This course is designed to teach students that there is more to philosophy than the study of dusty, old philosophical texts. Philosophy is about life – about living an examined life and adopting a critical, reflective stance toward one's social and cultural environment. Rather than simply learn about philosophy and philosophers, in this class students will learn to think philosophically themselves by reflecting on the ideas that exist within familiar forms of contemporary culture, including films, television, music, art and politics. We will read contemporary thinkers writing about the philosophy behind recent films, rap music and hip-hop culture, MTV and the cult of personality, pop art and the leveling of the divide between mass culture and avant-garde art, and the role of today's youth in politics. After reading contemporary articles on each of these topics, students will view or listen to the films or music or art and undertake reflections of their own.

**HUM 350 AMERICAN PHILOSOPHY****3 credits**

This course explores the tradition of ideas in America. The focal point of the course will be America's most distinctive contribution to the tradition of philosophy, the philosophy of pragmatism. Yet America's attempt to express itself philosophically assumed many forms. Our sources will be varied as we trace the development of common themes in the early religious thought of the Puritans, the American Enlightenment and the philosophy of the founding, Transcendentalism and the rise of democratic individuality, the abolitionist movement and women's rights, and pragmatism itself. Prerequisite: Junior or senior standing.

**HUM 390 LIBERAL ARTS INTERNSHIP****3–6 credits**

Opportunity for Liberal Arts majors to gain on-the-job experience through an internship placement. Prerequisite: Advisor/dean permission.

**HUM 399 COMMUNITY AWARENESS****1–3 credits**

An integral part of a liberal arts education is to engender a sense of responsibility. It is the purpose of this course to create such an opportunity through a pre-approved community service project. Prerequisite: Junior or senior standing.

**HUM 410 GREAT BOOKS****3 credits**

A study of some of the seminal works of literature both fiction and nonfiction from writers around the world. The course explores their significance, depth and the degree to which they provide the challenge to reflect upon human experience. Prerequisite: HUM 100 or junior or senior standing.

**HUM 411 ART HISTORY: 1945 TO THE PRESENT****3 credits**

From the development of Abstract Expressionism through Postmodernism. Prerequisite: HUM 203 or 204.

**HUM 490 LIBERAL ARTS SEMINAR****3 credits**

A capstone senior course.

**HUM 495, 496, 497 INTERNATIONAL STUDIES  
IN ART AND HUMANITIES****3–9 credits**

International studies abroad in languages, arts, and cultures of foreign nations and societies, stressing the unique experience of study in a foreign country and direct experience of another culture. Prerequisite: Permission of advisor/dean.

**INB 390 GLOBAL BUSINESS ENTERPRISE** **3 credits**  
This course surveys the unique opportunities and challenges faced by firms engaged in cross-border and/or foreign business activities. Through text, lecture, case analysis, selected readings and in-class activities, students will be exposed to the diversity and complexity of the international business environment and how it affects them as workers, consumers, citizens and future managers. Prerequisite: BUS 270.

**INB 391 COMPARATIVE ECONOMIC SYSTEMS** **3 credits**  
This course provides an overview of the opportunities and challenges relevant to the conduct of business in dissimilar economic systems. Students will compare international business as it is characteristically affected by differing national economic and political philosophies, patterns or government-business relationships, and strategies for economic development. Prerequisites: BUS 171, BUS 210 and INB 390.

**INB 393 INTERNATIONAL MONETARY RELATIONS** **3 credits**  
This course is designed to expose the student to the workings of the international financial management environment, foreign exchange risk management, multinational working capital management and financing of foreign operations. Prerequisites: INB 390 and BUS 311 or permission of instructor.

**INB 491 MULTINATIONAL CORPORATION – EVOLUTION AND CURRENT ISSUES** **3 credits**  
Students will analyze the effects of currently emerging issues on developing or defending competitive international business performance. Through the integrative exercise of theory, concepts and tools acquired in their prior courses, students will demonstrate their ability to apply that broad foundation of knowledge to the formulation of strategies and tactics specific to the changing scenarios characteristic of the constantly fluid international business environment. Prerequisite: INB 390 or permission of instructor. Offered: Spring.

**INB 492 LEGAL ASPECTS OF INTERNATIONAL BUSINESS** **3 credits**  
A survey of international laws, regulations and codes, as well as international institutions responsible for regulating intercourse among nations. Historical foundations will be presented along with contemporary issues and dilemmas that face the “Global Village.” Prerequisite: BUS 372 and INB 390.

**INB 495 INTERNATIONAL STUDY ABROAD PROGRAM** **6 credits**  
A four- to five-month internship in the student’s area of study will be conducted through a partner university or college. The Study Abroad Program will offer language and other appropriate area study courses, along with living accommodations, and where possible, work assignments in local community businesses. The Study Abroad Program is mentored by a business faculty member. This experience provides the opportunity for the student to live and develop socially and academically in another country. Participation in the Study Abroad Program requires that a sufficient number of concentration courses and other language requirements be met to the satisfaction of the College of Business and Management.

**INB 496 INTERNATIONAL STUDY ABROAD IN BUSINESS** **3–9 credits**  
International studies abroad in business stresses the unique experience of study in foreign countries and direct contact with other cultures. Students will acquire knowledge in various facets of international business in the context of environmental forces, such as social, political and economic. Studies abroad in business may accumulate up to nine credits, depending on the nature and scope of the project, with 15 contact hours of instruction necessary for each hour of credit earned. Students considering enrollment in international studies in business should plan with their advisor how such credits earned are to be applied before registration. Prerequisite: Permission of advisor or dean.

**INT 390 INTERNATIONAL INTERNSHIP** **3–6 credits**  
Opportunity for students participating in Lynn University’s International Internship Program to gain on-the-job experience through an internship placement. Prerequisite: Advisor or dean permission.

**IRPS 150 INTRODUCTION TO INTERNATIONAL RELATIONS** **3 credits**  
Introduction to International Relations stresses the dynamics of politics – who gets what – in a global context. Featuring the participants and relationships that characterize those dynamics, this course explores the conceptual and practical aspects of “traditional” international relations – for example: power, sovereignty, interdependence, armed conflict, the UN and other intergovernmental organizations. In addition, more marginalized but nonetheless salient concerns – globalization, human rights and the environment, among others – are covered in a global as well as comparative context in order to investigate current and future global political challenges.

**IRPS 220 GLOBAL HUMAN RIGHTS** **3 credits**  
Global Human Rights focuses on the political aspects of human rights in a number of contexts: theoretical/philosophical, legal and public policy. Various geographic regions are studied to highlight specific cases of human rights protection and violations. Both Western and non-Western perceptions of human rights form the context for exploring topics pertaining to natural rights, economic/social/cultural rights, civil/political rights, individual and collective rights and the debate between cultural relativism and universal human rights. This course also surveys, through the use of documentaries and movies, some of the most critical and controversial human rights (e.g. self-determination, genocide/ethnocide, women’s and children’s rights and labor rights) and the relevant mechanisms and institutions for the successful implementation of human rights norms, standards and practices. Prerequisite: IRPS 150.

**IRPS 225 UNITED STATES GOVERNMENT** **3 credits**  
An examination of the U.S. Constitution, foundations of political power, national parties, the executive, legislative and judicial functions, and the impact of government policies on national and international issues. Cross-listed with HIS 255.

**IRPS 250 CONTEMPORARY GEOPOLITICAL AFFAIRS** **3 credits**  
Contemporary Geopolitical Affairs introduces students to the interplay of geography with political and cultural dynamics. With an emphasis on current events, the course explores various issues relevant for each of the diverse regions and subregions of the world. Several related topics are considered, for example: the degree of unity or fragmentation within the region/subregion, the role of religion, economic dynamics and the nature of regional changes. The format of the course includes lectures, class discussions, interactive exercises and videos.

**IRPS 300 INTERNATIONAL ORGANIZATION(S)** **3 credits**  
The International Organization(s) course begins with a consideration of fundamental issues of global governance by exploring the ways in which the participants in global affairs organize themselves. Discussed are the three primary types of international organizations – intergovernmental, nongovernmental and transnational – and regimes. Questions pertaining to their structures, functions, activities and relevance for global affairs are considered. Of particular interest are the relationships between political/security, economic and social/humanitarian organizations; between global and regional organizations and, finally, between single and multipurpose organizations. Course goals encompass skill set development including writing/editing, reading comprehension/interpretation and critical thinking/analysis.

**IRPS 305 INTERNATIONAL ORGANIZATION(S)****3 credits**

The International Organization(s) course begins with a consideration of fundamental issues of global governance by exploring the ways in which the participants in global affairs organize themselves. Discussed are the three primary types of international organizations – intergovernmental, nongovernmental and transnational – and regimes. Questions pertaining to their structures, functions, activities and relevance for global affairs are considered. Of particular interest are the relationships between political/security, economic and social/humanitarian organizations; between global and regional organizations and, finally, between single and multipurpose organizations. Course goals encompass skill set development including writing/editing, reading comprehension/interpretation and critical thinking/analysis. Prerequisite: IRPS 150 or IRPS 250.

**IRPS 310 INTERNATIONAL LAW****3 credits**

This course explores the historical roots of international law, its various theoretical foundations and sources. Specific areas of law to be studied include human rights, law of the sea, environmental law, the use of force/warfare and international criminal law. Defining the legal concepts of sovereignty, intervention, jurisdiction, recognition and territoriality (among others) permits a thorough consideration of their theoretical and practical implications. An International Court of Justice simulation exercise provides the opportunity for students to “practice” international law. Course goals encompass skill set development including writing/editing, reading comprehension/interpretation, critical thinking/analysis and oral presentation. Prerequisite: IRPS 150.

**IRPS 315 AFRICAN HISTORY AND POLITICS****3 credits**

This course is a survey of the events and processes leading to the colonization of Africa and subsequent changes in African societies under colonial rule and independence. African History and Politics focuses on African responses to the challenges and opportunities of the 20th and 21st centuries. In addition, due consideration is given to African initiatives and voices in rapidly changing political, economic, social and ideological environs. In particular, African contributions to decolonization and the problems of independence in an interdependent world are explored in the context of contemporary political dynamics. Themes include democratization, governance, development and regional cooperation. Prerequisite: IRPS 150 or 250.

**IRPS 320 LATIN AMERICAN POLITICS AND HISTORY****3 credits**

Latin American History and Politics begins with an overview of the historical characteristics of the Caribbean, Central and South American regions. The course then examines political stability, democratization, development policies and the impact of civil-military relations. Consideration is given to the role of international organizations, regionalism and economic integration. Prerequisite: IRPS 150 or 250. Cross-listed with HIS 320.

**IRPS 325 INTERNATIONAL DIPLOMACY****3 credits**

The evolution of modern diplomacy over the last two centuries will be examined. Changes in strategies, techniques and distinctions in diplomatic goals will be analyzed, particularly in terms of cultural, historical and national contexts. Prerequisite: IRPS 150 and 250.

**IRPS 330 POLITICS OF DEVELOPMENT****3 credits**

This course examines divergent explanations for development and underdevelopment. Emphasized are the concepts and theories that highlight the political process and political actors involved in the politics of development. Attention is given to the role of international political and economic organizations in the development process. Where appropriate, country studies are examined to illustrate theoretical dimensions. Prerequisites: IRPS 150 and IRPS 250.

**IRPS 335 MIDDLE EAST HISTORY AND POLITICS****3 credits**

This course surveys the political, historical and cultural dynamics of the Middle East primarily since the 1920s. Particular attention is given to the topics of armed conflict,

political stability, governance, regionalism and current interstate relations. Topics addressed include the impact of personal leadership styles, the Israeli-Palestinian conflict and natural resource dilemmas relevant to regional affairs. Prerequisite: IRPS 150 or 250.

**IRPS 340 EUROPEAN POLITICS AND HISTORY****3 credits**

Beginning with a survey of the principal historical dynamics of Europe, this course introduces students to the political, social, economic and cultural attributes of the continent. Topics covered include the impact of the WWI, WWII and the Cold War, regional economic and political integration, immigration and conflict resolution. The area from Iceland to Turkey and Portugal to the Russian Federation provides the geographic scope of the course. Prerequisite: IRPS 150 or 250.

**IRPS 350 COMPARATIVE POLITICS****3 credits**

By taking a regional approach that highlights cultural, historical, economic and political features common to all or most of the states within a given geographic area, this course helps students acquire a theoretical and analytical structure in which to approach the study of comparative governments. The course provides the basis for comparison between and among states, and across regional boundaries. Prerequisite: IRPS 150 or IRPS 250.

**IRPS 360 POLITICS OF INDIGENOUS PEOPLES****3 credits**

The Politics of Indigenous Peoples course concentrates on the interactions between indigenous and non-indigenous participants in global relations. Grounded in international/global relations theories, the course's underlying premise is that aboriginal/indigenous peoples are distinct communities which exercise some form of self-determination, sovereignty or autonomy. While referencing historical events, this course focuses on contemporary indigenous peoples' political activity primarily in regional and global contexts. Considerable attention is given to the mechanisms through which indigenous peoples pursue their physical and cultural survival, including their discourses with states, the United Nations, regional organizations such as the European Union and non-governmental organizations. Course goals encompass skill set development including writing/editing, reading comprehension/interpretation, critical thinking/analysis and problem-solving. Prerequisites: IRPS 150 and 250.

**IRPS 365 INTERNATIONAL EXPERIENCE IN THE MAJOR****3 credits**

This international study abroad opportunity is typically one week in length and hosted by the college in which the student is majoring.

**IRPS 365I ALTERNATIVE FOR INTERNATIONAL EXPERIENCE IN THE MAJOR****3 credits**

Staffed by various faculty, this course focuses on a variety of topics relevant to the student's major in an international and/or multicultural context. It is an online course substitution incorporating a variety of assignments and activities and supported by the college in which the student is majoring. Eligible students are those who cannot participate in a study tour. Prerequisite: Permission of the dean.

**IRPS 375 WOMEN AND POLITICS****3 credits**

In exploring what constitutes political participation and activity, Women and Politics begins with a brief examination of feminist theories, feminisms and their current applications in Western and non-Western societies. This is followed by a consideration of women and politics in three areas – grassroots, international/global arenas and national leadership – and the impact of women's activities on men and women in these contexts. Motivating factors such as development, security, armed conflict and economic stability form the background for, and are explicitly probed, while examining women's political participation. The outcomes and consequences of political decision-making, methods, strategies and tactics for women are also a cornerstone of this course. Thus, women in the roles of proactive policy-makers and passive policy-recipients are considered. Course goals encompass skill set development including writing/editing, reading comprehension/interpretation, critical thinking/analysis and problem-solving. Prerequisite: IRPS 150 or IRPS 250.

**IRPS 380 THEORIES OF INTERNATIONAL RELATIONS****3 credits**

This course examines a wide range of theories and perspectives which offer divergent explanations for the various situations and events in the global arena. In doing so, Theories of International Relations distinguishes between theory and ideology. Each of six theoretical perspectives – Idealism, Realism, Neo-Realism, Pluralism, Globalism and Feminism – are compared and contrasted in terms of their descriptive and prescriptive elements. Core concepts such as power, sovereignty, primary actors and interdependence form the basis of this comparison. In addition, the level of analysis relied on by each theory – individuals, sub-state units, states, regions or the world – is addressed in explaining global participants and their actions. Course goals encompass skill set development including writing/editing, reading comprehension/interpretation and critical thinking/analysis. Prerequisite: IRPS 150.

**IRPS 385 GLOBAL ENVIRONMENTAL POLITICS****3 credits**

Global Environmental Politics is premised on the interconnectedness of the global physical environment and human society. The close ties between environmental quality and human well-being are a part of the political decision-making process regarding global resource distribution. This course, while referencing the scientific aspects of environmental dynamics, concentrates on how the global community might respond to urgent environmental problems in a politically, economically and culturally divided world. Issues such as deforestation, resource management, desertification, sustainable development and biodiversity are examined. The processes for conceiving, negotiating, finalizing and implementing international environmental agreements are considered. Prerequisite: IRPS 150 or 250.

**IRPS 395 ASIAN POLITICS AND HISTORY****3 credits**

This course introduces students to the diverse histories of Asia and their impact on contemporary political, social, cultural and economic characteristics of the region. Among the subjects studied are armed conflict, consequences of development strategies, decolonization and political stability. In addition, exploring the influence of specific countries – such as Japan, China and India – on regional relations complements the thematic material. Prerequisite: IRPS 150 or 250.

**IRPS 403 GOVERNMENT AND POLITICS OF CHINA****3 credits**

The 21st century has been designated as the “Chinese Century.” Yet, even with expanded knowledge of and interaction with China, the functioning of the political system remains an enigma. This course aims to uncover the basic historical trends and cultural predispositions that will reveal how China functions, both internally and externally, as well as provide a prognosis for its future development.

**IRPS 420 ORIGINS AND DEVELOPMENT OF THE EUROPEAN UNION****3 credits**

This course undertakes an examination of the circumstances leading to the creation of the European Economic Community and its eventual metamorphosis into the European Union. It considers the consequences of the Cold War and the United States’ decision to promote European integration. Of special interest will be British, French and German attitudes and the policies of the Benelux countries. This course also will feature an examination of Ireland’s entry into the EEC in 1973 and its role since then. Prerequisite: IRPS 150 or IRPS 250.

**IRPS 465 LAND-BASED INTERNATIONAL EXPERIENCE****4 credits**

This domestic travel experience with an international focus is offered for those unable to study abroad and complete the International Experience (IRPS 100 and IRPS 365) requirement.

**IRPS 465I COMBINED INTERNATIONAL EXPERIENCE****4 credits**

An online alternative for those students unable to complete a study tour and the International Experience (IRPS 100 and IRPS 365) requirements. Prerequisite: Permission of the dean.

**IRPS 470 UNITED STATES FOREIGN POLICY****3 credits**

The purpose of this course is to illustrate how the United States makes its foreign policies in the post-Cold War world. The endings of the bipolar superpower confrontations between the United States and the Soviet Union, growing global interdependence, the rise of ethnic politics and other factors have produced important changes in the way U.S. foreign policy is made. This course will uncover the changing actors and issues that comprise the new context of U.S. foreign policy. Prerequisites: IRPS 225 and IRPS 250.

**IRPS 471 THE AMERICAN PRESIDENCY****3 credits**

Discussion of presidential power and functions, relationship with Congress, political party involvement, public personality and leadership. Selected presidents are used as examples. Prerequisite: IRPS 225.

**IRPS 475 CONTEMPORARY ISSUES****IN INTERNATIONAL RELATIONS****3 credits**

This course explores the complexities and relationships between a wide range of contemporary issues in international and global relations. Topics such as conflict resolution, human rights, terrorism, the environment and development are studied in the context of existing and recent events. Prerequisites: IRPS 150 and 250.

**IRPS 483 SENIOR SEMINAR IN INTERNATIONAL RELATIONS****3 credits**

This is a capstone course primarily for International Relations majors. It brings together various topics from students’ previous course work and examines compelling issues in the discipline in a rigorous manner. Students undertake a major thesis project. Prerequisites: Senior standing and completion of 24 credit hours in International Relations courses or approval of the IR department chair.

**IRPS 495 SPECIAL PROJECTS/INTERNSHIPS****3–9 credits**

Offers opportunities for students to study abroad or pursue internships at other institutions in the public or private sectors. Special Projects/Internship is monitored by an International Relations faculty member or the internship director. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval, completion of 12 credit hours in International Relations or Political Science courses and approval of the IR program coordinator. Credits earned vary according to project/internship workload and duration.

**IRPS 499 WASHINGTON INTERNSHIP****12 credits**

Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**LAN 100 & LAN 100H FRENCH I****3 credits**

Beginning course in which listening, speaking, reading and writing will be introduced. Basic grammar and vocabulary. Supplemental audiovisual materials utilized.

**LAN 110 & LAN 110H SPANISH I****3 credits**

Beginning course in which listening, speaking, reading and writing will be introduced. Basic grammar and vocabulary. Supplemental audiovisual materials utilized.

**LAN 120 & LAN 120H GERMAN I****3 credits**

Beginning course in which listening, speaking, reading and writing will be introduced. Basic grammar and vocabulary. Supplemental audiovisual materials utilized.

**LAN 130 & LAN 130H JAPANESE I****3 credits**

Beginning course in which listening, speaking, reading and writing will be introduced. Basic grammar and vocabulary. Supplemental audiovisual materials utilized.

**LAN 202 & LAN 202H FRENCH II****3 credits**

Continuation of beginning course. Emphasizes grammatical structures and vocabulary building for practice in fluency. Prerequisite: LAN 100 or placement exam.

**LAN 212 & LAN 212H SPANISH II** **3 credits**  
Continuation of beginning course. Emphasizes grammatical structures and vocabulary building for practice in fluency. Prerequisite: LAN 110 or placement exam.

**LAN 222 & LAN 222H GERMAN II** **3 credits**  
Continuation of beginning course. Emphasizes grammatical structures and vocabulary building for practice in fluency. Prerequisite: LAN 120 or placement exam.

**LAN 231 & LAN 231H JAPANESE II** **3 credits**  
Continuation of beginning course. Emphasizes grammatical structures and vocabulary building for practice in fluency. Prerequisite: LAN 130 or placement exam.

**LAN 303 & LAN 303H FRENCH III** **3 credits**  
Elementary French. Continuation of French II with emphasis on conversation, reading comprehension and composition. Prerequisite: LAN 201 or placement exam.

**LAN 312 & LAN 312H SPANISH III** **3 credits**  
Elementary Spanish. Continuation of Spanish II with emphasis on conversation, reading comprehension and composition. Prerequisite: LAN 212 or placement exam.

**LAN 320 & LAN 320H CUENTOS CONTEMPORARIOS  
(CONTEMPORARY SHORT STORIES)** **3 credits**  
This literature course focuses on reading and analysis of Spanish and Latin American contemporary short stories. Students develop an appreciation of critical thinking skills such as analysis, judgment and knowledge of the sociocultural aspect of Spain and Latin America. Prerequisites: LAN 312, DELE initial, placement exam.

**LAN 330 & LAN 330H JAPANESE III** **3 credits**  
Elementary Japanese. Continuation of Japanese II with emphasis on conversation, reading comprehension and composition. Prerequisite: LAN 231 or placement exam.

**LAN 401 & LAN 401H FRENCH IV** **3 credits**  
Emphasis on fluency in both speaking and composition. Explores the history, geography and culture of the French-speaking countries. Business language is an integral part of this course. Prerequisite: LAN 300, DELF B2 or placement exam.

**LAN 410 & LAN 410H SPANISH IV** **3 credits**  
Emphasis on fluency in both speaking and composition. Explores the history, geography and culture of the Spanish speaking countries. Business language is an integral part of this course. Prerequisite: LAN 312 or placement exam.

**LAN 431 & LAN 431H JAPANESE IV** **3 credits**  
Emphasis on fluency in both speaking and composition. Explores the history, geography and culture of Japan. Business language is an integral part of this course. Prerequisite: LAN 330 or placement exam.

**LDR 301 LEADERSHIP THEORY AND APPLICATION** **3 credits**  
This course will focus on the multidisciplinary nature of leadership studies. It will enable the student to develop his/her own leadership potential through both theory and practice. Prerequisites: Minimum of a cumulative GPA of a 3.0 and a minimum of 45 credit hours.

**LDR 710 LEADERSHIP THEORY AND RESEARCH** **3 credits**  
Presents various theories of leadership that provide integrative perspectives on leadership research. The theories are put into context through case studies that examine several leaders in different fields and analysis of theoretical and empirical literature. Ethics and morality in leadership decision-making will be examined. This course is taken within the first 0 to 18 credits of the Ph.D. program.

**LDR 714 LEADERSHIP IN PUBLIC  
ADMINISTRATION ENVIRONMENTS** **3 credits**  
Analysis of leadership in a wide range of public administration environments including governmental agencies, nonprofit corporations, public interest groups or commissions, charitable organizations, and international organizations with special emphasis on theories and practices of public leadership. A multidisciplinary perspective examines essential competencies, values and issues important to public service organizations, and governance and leadership processes that are responsive, efficient, effective and accountable.

**LDR 715 LEADERSHIP FOR ORGANIZATIONS IN CRISIS  
AND REPUTATION MANAGEMENT** **3 credits**  
Crisis management and reputation management as strategic tools for organizational leaders are analyzed. Leadership during serious incidents, learning curve, communications management, and strategies for avoiding major threats to the organization's viability are evaluated. Identity, image, reputation and corporate branding, and studies across borders of strategic similarities and differences from country to country are compared.

**LDR 720 PROJECT MANAGEMENT AND LEADERSHIP** **3 credits**  
Theoretical, technical (Microsoft Project), and behavioral approach to integrative project management and leadership for delivery of services, programs, products, or a quality improvement process is applied in the global context of complexity, chaos, and uncertainty. The project's life cycle (initiating, planning, executing, controlling and closing), major deliverables, scheduling tools, scope, time, cost, resource, risk, quality, procurement, communication and critical path plans, and status and evaluation reports are produced. Political skills, culture, negotiation, a high performing project team critical to success, and the strategic role of projects in public and private contemporary organizations are evaluated.

**LDR 721 LEADING AND MANAGING  
INNOVATION AND TECHNOLOGY** **3 credits**  
The importance of three contemporary environmental trends – globalization, time compression and technology – is examined. These three challenges define the framework for developing a process of technology change, a technology strategy and deployment of technology in the value chain.

**LDR 722: ORGANIZATIONAL GOVERNANCE, ETHICS,  
AND PERFORMANCE** **3 credits**  
Analysis of the due diligence necessary to provide guidance for board members dedicated to establishing and maintaining an efficient and effective organization and leadership that supports the fulfillment of long-term goals. Clearly articulated missions, designing standards that are ethical and prudent, designing blueprints that boards and managers can follow to improve their organizational governance and inspiring investor and stakeholder confidence are analyzed. Identifying “red flags,” ensuring independent boards, monitoring the integrity of the financials, determining the level of transparency and reviewing executive compensation are interpreted in the context of practices found in countries around the world.

**LDR 790 LEADERSHIP AND  
THE EXECUTION OF STRATEGIC PLANS** **3 credits**  
This is the capstone course for the Ph.D. degree program. The various concepts and issues presented in the course work and acquired in individual research are synthesized to develop a strategic blueprint for organizational success. This course is taken after completion of 36 credits of the Ph.D. Program (preferably near the end of required course work). While independent of this course, the qualifying paper should be completed before the end of, or concurrently with, this course.



**MAT 099 ELEMENTARY MATH** **3 credits**  
This course is designed for those students who lack the necessary background to immediately address college algebra. Topics include real number systems, radicals, graphics and solving equations. This course is graded pass/fail, and credit does not apply toward graduation requirements. Offered: Fall, Spring.

**MAT 105 APPLIED MATHEMATICS I\*** **3 credits**  
This broad-based, college level mathematics course emphasizes computational and mathematical skills. Topics include problem-solving, sets, logic, numeration systems, order of operations, operations with signed numbers, polynomial expressions, linear equations and inequalities in one variable. This course may serve as a prerequisite for College Algebra. Offered: Fall, Spring.

**MAT 106 APPLIED MATHEMATICS II\*** **3 credits**  
A continuation of Applied Mathematics I, this course is designed to meet the needs of those students who will NOT take College Algebra or Probability and Statistics. Topics include the real number system, consumer mathematics, geometry, factoring, exponents, functions and graphs, systems of equations and inequalities, quadratic equations and inequalities in one variable, theoretical and empirical probability, counting problems, frequency distribution and measures of central tendency.

**MAT 110 COLLEGE ALGEBRA** **3 credits**  
Topics include linear and quadratic functions, polynomial functions, systems of equations and inequalities, matrices, and determinants. Prerequisite: MAT 099 or appropriate score on the placement test. Offered: Fall, Spring.

**MAT 117 PRE-CALCULUS** **3 credits**  
The course covers advanced algebra topics such as extensive analyses of different kinds of functions, equations and systems of equations. Attention is paid to problem-solving techniques and proper graphing of functions. Prerequisite: MAT 110.

**MAT 204 FINITE MATHEMATICS AND GEOMETRY** **3 credits**  
This course covers a variety of contemporary areas in mathematics specifically designed for education majors. Topics include problem-solving strategies, word problems, ratio and proportion, permutations and combinations and their use in probability and statistics, systems of measurement and conversion, topics in plane geometry, and topics in number theory. Emphasis will be placed on methods of integrating these topics into curricula at various levels in the education system. Offered: Spring. No prerequisite.

**MAT 210 CALCULUS I\*** **3 credits**  
A first course in calculus covering differentiation of algebraic and trigonometric functions, logarithmic and exponential functions and applications to geometry, simple physics phenomena and business economics. Prerequisite: MAT 117.

**MAT 211 CALCULUS II\*** **3 credits**  
A second course in calculus covering integration techniques, series, vectors, vector valued functions and partial derivatives. Prerequisite: MAT 210.

**MAT 215 TRIGONOMETRY WITH ANALYTICAL GEOMETRY** **4 credits**  
Topics include functions and graphs, trigonometric functions, the unit circle, graphs of trigonometric functions, analytic trigonometry, oblique triangles with popular coordinates, analytic geometry, complex numbers and vectors. Prerequisite: MAT 110. Offered: Spring of odd-numbered years.

**MAT 221 PROBABILITY AND STATISTICS** **3 credits**  
A course designed to introduce the methods of probability and statistics. Topics include laws of large numbers, discrete and continuous distributions, and sums of random variables. Math credit will not be awarded for both MAT 221 and BUS 322. Prerequisite: CMS 200 Computer Applications. Offered: Fall, Spring.

**MAT 310 LINEAR ALGEBRA\*** **3 credits**  
The study of vector spaces, linear transformations, matrices, applications in analysis of systems of linear equations, and Eigenvalues and Eigenvectors. Prerequisite: MAT 110.

**MAT 320 METHODS OF CALCULUS** **4 credits**  
This introduction to the methods and applications of differentiation and integration is designed primarily for business and social science majors. Prerequisite: MAT 110. Offered: Fall, Spring.

**MAT 321 STATISTICAL APPLICATIONS\*** **3 credits**  
A course designed to emphasize the applications of statistics, including discrete and continuous distributions, sums of random variables, and an introduction to basic theorems of probability and statistics. Prerequisite: MAT 221.  
\* Class will be offered on a needed basis.

**MBA 501 MANAGERIAL WRITING AND COMMUNICATION** **3 credits**  
A variety of classroom exercises in writing, presentations, one-on-one communication, listening and responding, and writing business proposals. Provides an opportunity to enhance persuasive managerial communication skills to succeed in business environments.

**MBA 502 MANAGERIAL ECONOMICS** **3 credits**  
Application of economic theory to the decision-making process of managers to achieve the organizational objective of maximizing the value of the enterprise. Topics include microeconomics discussions of theory of a consumer and a firm, market structures production functions, costs and revenues, profit maximization, and environmental factors.

**MBA 504 SURVEY OF ACCOUNTING AND FINANCE** **3 credits**  
An introduction to and overview of financial accounting and its role in reporting business activity. Included will be financial reporting for different forms of business organizations, users and uses of financial information, interpretation of the major financial statements and the assumptions and the principles in financial reporting.

**MBA 600 LEADERSHIP AND MANAGEMENT OF BUSINESS ORGANIZATIONS** **3 credits**  
Introduces students to leading thinkers in business today and to influential theories and approaches to contemporary business issues. Organizational styles, innovation and change, globalization and technology are among the issues analyzed to determine best practices for leaders and managers. Students will apply these ideas, theories and strategies to analysis of case studies and to examples from their own professional lives.

**MBA 605 MANAGING FOR HUMAN RESOURCES** **3 credits**  
A comprehensive study of human resource management in the corporate environment; special emphasis on topics encompassing planning, recruitment, training and development, appraising performance measures, incentive awards, employee benefits, safety and health, and creating a high-performance work environment by a team of individuals.

**MBA 610 LEGAL, ETHICAL, AND SOCIAL ISSUES OF BUSINESS** **3 credits**  
An advanced analysis of legal issues affecting organizations, this course examines common law; federal, state and local statutes; corporate structure and legal liabilities affecting organizations. Students explore the influence of regulatory issues on business decisions while considering ethical and social perspectives. Legal and moral aspects of management are analyzed and compared.

**MBA 620 MARKETING MANAGEMENT IN A GLOBAL ECONOMY 3 credits**

This course focuses on the major decisions that marketing managers and top management face in their efforts to mesh the objectives, core competencies and resources of an organization with the opportunities and threats in an increasingly global marketplace. Students apply marketing thinking to products and services for any profit or not-for-profit organization.

**MBA 621 INTERNATIONAL MARKETING 3 credits**

An examination of how a company markets an existing product in new global markets and how a company develops a new product for a global market. This examination occurs in the framework of foreign entry, local marketing abroad, and global management. Prerequisite: MBA 620.

**MBA 625 INTEGRATED MARKETING COMMUNICATIONS 3 credits**

Integration of every form of communication to deliver the same powerful message. Students use a customer-focused approach that combines the full range of information tools and points of contact to build customer loyalty. They also develop strategies for the allocation of communications resources. Prerequisite: MBA 620.

**MBA 628 SPECIAL TOPICS IN MARKETING 3 credits**

Covers current or leading-edge topics in the marketing field. Topics may include brand asset management, new product development, marketing research, advertising management, business-to-business marketing or multicultural marketing. Prerequisite: MBA 620.

**MBA 630 MANAGING TECHNOLOGY FOR BUSINESS TRANSFORMATION 3 credits**

An examination of key management challenges in building and using information systems, including understanding system requirements for the environment in which the organization operates; creating an information architecture to support organizational goals; and designing systems that managers can control and understand in a socially and ethically responsible manner.

**MBA 640 MANAGING FOR FINANCIAL ACCOUNTABILITY 3 credits**

Accounting as a managerial tool for business strategy and implementation. Key topics include customer satisfaction, total value-chain analysis, continuous improvement and planning and control techniques linked to key success factors.

**MBA 645 MANAGING FOR FINANCIAL PERFORMANCE 3 credits**

An analysis and comparison of the various techniques that aid in the decision-making process. Major themes stressed include shareholder wealth maximization, cash flow management, the international aspects of financial management and the standards of ethical behavior adopted by managers.

**MBA 646 MEASURING AND MANAGING VALUE 3 credits**

Application of financial theory and models to valuing companies and investment projects. Topics include valuation techniques, forecasting and analysis of financial statements, estimation of incremental cash flows, determination of cost of capital, valuation of projects and companies, and valuation for mergers and acquisitions. Valuation techniques taught in this course include: Capital Asset Pricing Model (VAPM), Arbitrage Pricing Theory (APT), equity valuation models, discounted cash flow models, financial ration models. Also covered are strategies for WACC determination and global risk determination (Beta). Prerequisite: MBA 645.

**MBA 647 PORTFOLIO MANAGEMENT AND ANALYSIS 3 credits**

This course acquaints students with modern practices of valuing financial securities and managing investment portfolios. Topics include: securities and capital markets, portfolio optimization methods, asset management and allocation strategies for institutional and individual investors, domestic and international portfolio management, risk management and performance measurement techniques, and efficient market equity valuations. Prerequisite: MBA 645.

**MBA 648 PORTFOLIO MANAGEMENT 3 credits**

This course is designed to introduce students to the concepts, strategies, and tactical efforts managers and executives need to successfully plan and execute global development efforts. Topics covered in this course include a through review of the various corporate development strategies available to companies wanting to reevaluate, expand or restructure their operations. Among the specific areas covered are: Greenfield expansion, strategic alliances, joint ventures, acquisitions, IPOs and divestitures. The effects of complex international and domestic economic and political forces on all development projects are emphasized. Prerequisite: MBA 646.

**MBA 650 OPERATIONS MANAGEMENT 3 credits**

A comprehensive analysis and comparison of the various techniques that can increase productivity for manufacturing and service operations. Provides an opportunity to assess the methods used in striving for long-term strength and growth in economic enterprises.

**MBA 660 INTERNATIONAL BUSINESS STUDIES ABROAD 3 credits**

International studies abroad in business stresses the unique experience of study in foreign countries and direct contact with other cultures. Students will acquire knowledge in various facets of international business in the context of social, political and economic environmental forces. Studies abroad may be substituted in the M.B.A. program curriculum for one course. Program coordinator approval is required for the substitution.

**MBA 661 INTERNATIONAL TRADE AND INVESTMENT 3 credits**

This analysis of international trade and investment from the perspective of globalization focuses on the traditional theories of trade and investment. The normative aspects of international economics and commerce and the latest development and integration of the world economy will be discussed.

**MBA 665 INTERNATIONAL FINANCE 3 credits**

Overview of the tools (e.g. hedging, swaps, counter trade) and methods financial managers use to solve financial problems that emanate from fluctuating currency exchange rates, currency exchange controls, tariffs, taxes, inflation and accounting practices.

**MBA 668 SPECIAL TOPICS IN INTERNATIONAL BUSINESS 3 credits**

Lectures and seminars on advanced selected topics in international business such as international marketing, international management, comparative economic systems and international law.

**MBA 671 AVIATION ORGANIZATION OPERATION 3 credits**

An examination of organizational systems and management in the aviation industry. The emphasis is on development and integration of effective work elements, as well as the varying personnel concerns that must be resolved for successful leadership in the aviation industry. Topics provide insights into behavior, structure, authority, motivation, leadership, organizational development and social responsibility. Student gain an appreciation of the principles, research and applications of organizational theory to the aviation industry.

**MBA 675 AIRPORT OPERATIONS 3 credits**

Focuses on preparation for the American Association of Airport Executives (AAAE) Certified Member designation. It is a study of management and regulatory issues relevant to airport management enabling the student to perform as a leader in the airport and aviation environment. These studies will encompass all aspects of airport and airway management. This course prepares the student to successfully complete the AAEE Certified Member designation examination resulting in one of the most prestigious distinctions in the airport industry.

**MBA 678 SPECIAL TOPICS IN AVIATION MANAGEMENT** **3 credits**  
Lectures and seminars on advanced selected topics in Aviation Management such as airport security, effects of terrorism on aviation, effects of increased special use airspace on the national airway system and advances in air traffic control. The class also will introduce the student to the impact of other real-world issues as they occur during the semester.

**MBA 690 STRATEGIC MANAGEMENT SEMINAR** **3 credits**  
This capstone seminar for the M.B.A. program requires that students demonstrate their ability to integrate and apply theory to practice in case studies and experiential exercises that require the mastery of strategic thinking. NOTE: Must be completed in the last term, or, with advisor's approval, may be completed in the next-to-last term of study.

**MBA 697 INDEPENDENT STUDY** **1-3 credits**  
Opportunities to explore both career directions and areas of individual interest.

**MBA 698 BUSINESS ADMINISTRATION INTERNSHIP** **1-2 credits**  
This supervised internship with a for-profit or not-for-profit business is designed for those who do not have business experience. Students must maintain a written log and submit reports and evaluations to the field supervisor. An internship project on a related topic is required in order to demonstrate integration of theory with application in business administration. The project is submitted to the faculty advisor. Students also are required to meet regularly with the field supervisor and the faculty advisor.

**MKT 250 PRINCIPLES OF MARKETING** **3 credits**  
Introduces the student to a broad functional understanding of marketing. Topics include buyer behavior, product planning, channels of distribution, price policies and promotional activities.

**MKT 260 RETAILING** **3 credits**  
Examination of the organization and operation of retail establishments. Emphasis is placed on markup, pricing, stock turn, sales and stock planning, and the selling of services and goods. Prerequisite: MKT 250.

**MKT 305 CONSUMER AND ORGANIZATIONAL BEHAVIOR** **3 credits**  
A study of the consumer decision process. The course focuses on consumer branding, the product adoption process, the impact of current issues (leisure time, working women, and the elderly) and the development of marketing strategies to encourage a positive consumer response. Prerequisite: MKT 250.

**MKT 321 PROFESSIONAL SELLING AND SALES MANAGEMENT** **3 credits**  
An integrative course that introduces the professional sales process with an emphasis on selling skills and technique, and then focuses on the management of the sales team. Topics such as forecasting, relationship management, territory design and professional presentation development and delivery are components of this course. Prerequisite: MKT 250.

**MKT 325 FASHION ADVERTISING AND PROMOTION** **3 credits**  
Advertising, visual display and marketing methodology are utilized in establishing a sales promotion plan. Shows and special events used to promote fashion products are incorporated in student projects. Prerequisites: BUS 240 and MKT 250.

**MKT 350 INTEGRATED AND ELECTRONIC MARKETING COMMUNICATIONS** **3 credits**  
An overview of the promotional aspect of the marketing mix, including sales promotion and public relations. Emphasized are the interactions of these areas in advertising strategy planning. Also examined are the influence of advertising and its responsibilities to society. Course project required involving research, analysis and presentation. Prerequisite: MKT 250.

**MKT 370 MARKETING – SPECIAL TOPICS** **3 credits**  
This course explores different areas of marketing. Topics may include specific industries, telemarketing, relationship marketing, direct marketing and marketing on the Internet. Can be repeated for credit as topics change. Prerequisite: MKT 250.

**MKT 392 GLOBAL MARKETING** **3 credits**  
A study of marketing management activities from the perspective of firms doing business across national boundaries. Emphasis is upon aspects of marketing that are unique to international business and problem-solving within an international context. Course components include a theoretical analysis of the causes of international trade including comparative advantage, Heckscher-Ohlin theory and more recent theories. Other topics include international trade policy, economic integration, trade problems of developing countries and the role of multinational corporations in world trade. Prerequisites: MKT 250 and INB 390.

**MKT 430 MARKETING RESEARCH** **3 credits**  
Introduction to the techniques and tools of market research as an aid to decision-making. Topics include problem definition, research methods, research project design and results interpretation. Prerequisites: MKT 250 and BUS 322.

**MKT 444 BUSINESS MARKETING MANAGEMENT** **3 credits**  
The focus is on managing the opportunities and challenges of firms that develop, produce, and market products or services to other organizations. Study areas include the marketing mix as well as buying behavior, partnering, relationship building, and marketing networks. Prerequisite: MKT 250.

**MS 500 MANAGEMENT AND ADMINISTRATION** **3 credits**  
This course is designed to equip students with the necessary, basic theoretical knowledge, analytical skills and "best practices" within the field of contemporary public management and administration. By reviewing both the past and present, the course will adopt a future orientation in the examination of the factors, perspectives and theories that influence the understanding of public sector management and administration.

**MS 505 APPLIED RESEARCH METHODS** **3 credits**  
An overview of the methods of inquiry within the framework of applied management theories. Includes a critique of assessment issues in experimental, quantitative-descriptive and exploratory studies. Students design a research project and draft a research proposal that will be utilized in their culminating graduate project in Emergency Planning and Administration (EPA 665).

**MS 510 ADMINISTRATIVE AND REGULATORY LAW** **3 credits**  
This course is designed to prepare students with the necessary, basic theoretical knowledge, and analysis of reasonable principles of organizational justice. Students will examine charters, statutes, executive orders, regulations, ordinances and codes. By examining the American regulatory process through federal, state and local regulations and administrative law, the student will be able to shape substantive and procedural issues constructively for the long-term civic good in the face of complexity and paradox.

**MS 530 PUBLIC INSTITUTIONS, PUBLIC POLICY AND DEMOCRACY** **3 credits**  
This course is designed to prepare students with the necessary, basic theoretical knowledge and analytical skills related to the study of public policy formulation within a democratic institutional context. By examining American politics, the course will assimilate the theories and practices that influence the understanding of public policy in the free and democratic society that we call the United States of America.

**MS 560 FINANCIAL MANAGEMENT****3 credits**

An examination of the financial management techniques utilized by public agencies. This course considers the fundamental principles of fiscal administration, budgeting, revenue, debt administration and fund management. Students use case studies to analyze how public agencies are impacted by both revenue enhancements and shortfalls. Students also learn the fundamentals of working through the budgetary process.

**MUG 280 MUSIC ENTREPRENEURSHIP****3 credits**

This course helps undergraduate Conservatory of Music students define individual career objectives and develop the skills required to achieve these goals. Guest speakers from the faculty and musical community visit the seminar throughout the semester. Prerequisite: Two semesters of MUS 301. Offered: Every other year.

**MUG 297 INDEPENDENT STUDY****1 credit**

An advanced course of individually directed study with a focus on either Music Theory or Music History topics. Does not fulfill the Music History/Music Theory elective requirement. Prerequisite: Permission of the instructor.

**MUG 301 BASIC CONDUCTING****3 credits**

Students will study fundamental conducting techniques as expressed through beat patterns and explore the physical language of conducting as an expressive and illustrative medium. Students will acquire basic score study skills through analysis of selected masterworks and regularly conduct a small class ensemble. Prerequisites: MUT 151 and MUT 201.

**MUG 329 PEDAGOGY****3 credits**

This course serves as an introduction to the world of teaching. It addresses the musical, technical, theoretical and practical concerns of the pedagogue. Students will develop teaching skills in the basic elements of music, as well as a broad array of instrumental techniques. This course is divided into two sections – one for string, wind, brass and percussion students, and one for piano students. Prerequisite: Conservatory students only.

**MUG 390 MUSIC INTERNSHIP****1-3 credits**

Music students to gain on-the-job performing or teaching experience through an internship placement. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**MUG 580 MUSIC ENTREPRENEURSHIP****3 credits**

This course helps graduate Conservatory of Music students define individual career objectives and develop the skills required to achieve these goals. Guest speakers from the faculty and musical community visit the seminar throughout the semester. Prerequisite: Permission of the instructor. Offered: Every other year.

**MUG 597 INDEPENDENT STUDY****1-3 credits**

Advanced course of individually directed study with a focus on Music Literature, Music Pedagogy, Music History or Music Theory topics. Offered as needed. Prerequisite: MM students only, permission of the instructor and academic advisor.

**MUH 300 MUSIC OF THE MEDIEVAL, RENAISSANCE AND BAROQUE PERIODS****3 credits**

This course sets the music of the Medieval and Renaissance periods in the contexts of Church and court patronage, and traces the connections between music and literature, painting and architecture. It describes features of musical construction and style in sacred and secular vocal music and dance music at court. Music in the Baroque period includes all the aspects of the world as a stage, from Monteverdi's first opera L'Orfeo to Handel's operas and oratorios. The course describes the development of instrumental forms of trio sonata and concerto, the rise of public opera and the keyboard music of Francois Couperin and Johann Sebastian Bach. Prerequisite: Conservatory students or permission of instructor.

**MUH 301 MUSIC OF THE CLASSICAL PERIOD****3 credits**

This course will review the Enlightenment and its effect on musical style. New forms gain prominence in this period, including the sonata, string quartet and symphony. The string quartet becomes the "connoisseurs" form, and is regarded as the most important form of chamber music. Opera seria gives way to new comic forms of opera, especially in Mozart's operas. The piano as the new keyboard instrument gives rise to important sonatas by Haydn, Mozart and early Beethoven as well as Mozart's piano concertos. Prerequisite: Conservatory students or permission of instructor.

**MUH 302 MUSIC OF THE ROMANTIC PERIOD****3 credits**

Beethoven's influence on the 19th century, especially through the 'heroic' symphonies, had a powerful influence on later 19th century composers. Piano music takes innovative new directions in the works of Schumann, Chopin and Liszt, while orchestral music develops new directions in the concert overture and symphonic poem. Changes in musical language can be found in Wagner's operas, which not only influence many other composers but also overshadow the early years of the twentieth century. Prerequisite: Conservatory students or permission of instructor.

**MUH 303 MUSIC OF THE TWENTIETH CENTURY****3 credits**

The objective of this course is to familiarize students with the styles that have emerged in the music of the 20th century. The course will largely concentrate on the main composers of the century and their works. Lecture material will also include some discussion of sociopolitical/economic factors and developments in other art forms to provide a background for the intellectual climate of the period. Weekly listening and reading assignments will be made throughout the course. Prerequisite: Conservatory students or permission of instructor.

**MUH 362 HISTORY OF CHAMBER MUSIC****3 credits**

This course traces the evolution of the forms of chamber music and seeks to discover how and why this evolution came about. Through a large amount of listening, discussion and comparison of standard works, students will examine topics from the history of chamber music. Regular listening and reading assignments will be made throughout the course. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: Permission of the instructor.

**MUH 363 HISTORY AND LITERATURE OF THE SYMPHONY****3 credits**

Students will listen to and discuss the development of the symphony orchestra as a medium and as an art form. Masterpieces of the major symphonists will be studied in detail, with special emphasis of their significance in the evolution of musical style. Regular listening and reading assignments will be made throughout the course. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: Permission of the instructor.

**MUH 366 VOCAL REPERTOIRE****3 credits**

This course serves as an introduction to music for the combined forces of voices and instruments. One objective of the course will be to enrich the musicianship and broaden the understanding of each student by examining the vocal arts through repertoire. Regular listening and reading assignments will be made throughout the course. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: Permission of the instructor.

**MUH 368 AN OVERTURE TO OPERA****3 credits**

This course will introduce the student to the world of opera via study of its history and literature (surveyed chronologically), performance excerpts and operas on video. Additionally, arias and other short excerpts from a variety of styles will be transcribed for the respective instruments of students in the class. These arias will then be performed by the students, and their interpretive insights and solutions will serve as models for comparison with a singer's solutions as revealed in historical and contemporary recordings. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: Permission of the instructor.

**MUH 369 THE CONCERTO****3 credits**

The concerto is one of the principal genres of instrumental music found in Western classical music. It is unique in that it pits soloist against orchestra, raising all sorts of questions about the dynamic between individual and collective. Each year that this course is offered it will concentrate on a specific type of concerto, e.g. concertos for keyboard instruments or concertos for string instruments. Emphasis will be placed on composers, and works by those composers, who have contributed to the development of the selected type of concerto. This course fulfills the Music History/Music Theory elective requirement. Offered on a rotating basis, not every year. Prerequisite: Permission of the instructor.

**MUH 530 BIBLIOGRAPHY AND RESEARCH SKILLS****3 credits**

In this course students will learn basic research skills, compile a bibliography, and write an abstract, all directed toward an oral presentation on a topic of the student's choice subject to approval by the instructor. This course is a requirement for all M.M. students.

**MUH 562 SEMINAR IN CHAMBER MUSIC LITERATURE****3 credits**

Students will listen to and discuss the development of the chamber music as a genre. Masterpieces of the chamber music literature will be studied in detail, with special emphasis on their significance in the evolution of musical style. Regular listening and reading assignments will be made throughout the course. This course will require papers and in-class presentations. This course fulfills one of the two music history/theory electives required of MM students. Offered on a rotating basis, not every year.

**MUH 563 SEMINAR IN SYMPHONIC LITERATURE****3 credits**

Students will listen to and discuss the development of the symphony orchestra as a medium and as an art form. Masterpieces of the major symphonists will be studied in detail, with special emphasis on their significance in the evolution of musical style. Regular listening and reading assignments will be made throughout the course. This course will require papers and in-class presentations. This course fulfills one of the two music history/theory electives required of MM students. Offered on a rotating basis, not every year.

**MUH 566 SEMINAR IN VOCAL LITERATURE****3 credits**

Students will listen to and discuss the development of music written for the combination of voices and instruments. Masterpieces from this repertoire will be studied in detail, with special emphasis on their significance in the evolution of musical style. Regular listening and reading assignments will be made throughout the course. This course will require papers and in-class presentations. This course fulfills one of the two music history/theory electives required of MM students. Offered on a rotating basis, not every year.

**MUH 568 SEMINAR IN OPERATIC LITERATURE****3 credits**

Students will listen to and discuss the development of opera as genre. Masterpieces from the operatic repertoire will be studied in detail, with special emphasis on their significance in the evolution of musical style. Regular listening and reading assignments will be made throughout the course. This course will require papers and in-class presentations. This course fulfills one of the two music history/theory electives required of M.M. students. Offered on a rotating basis, not every year.

**MUH 569 SEMINAR IN CONCERTO LITERATURE****3 credits**

This course is not a chronological survey of solo concertos, but explores how composers worked out the relationships of solo instruments and orchestra. It will include both solo concertos and concertos for more than one instrument, such as double concertos and concerti grossi. The works of composers who have contributed to the development of this genre will be emphasized. This course fulfills one of the two music history/theory electives required of MM students. Offered on a rotating basis, not every year.

**MUP 311 ENSEMBLE ARTS FOR PIANISTS****1 credit**

Pianists are exposed to a variety of instrumental ensemble and vocal situations, with the focus on rehearsal/performance preparation of works for piano with one other instrument. The experience gained from these collaborations will provide the basic skills required for ensemble playing. Prerequisite: An audition may be required.

**MUP 313–414 KEYBOARD SKILLS FOR PIANISTS I–IV****1 credit**

Several essential skills are introduced to the pianist through the four levels of this course. Each skill is continually developed during the four semester curriculum. Skills include sight-reading, score-reading, improvisation, harmonic progressions, realization of figured bass and transposition. Placement exams will determine student level. Prerequisite: Placement exam.

**MUP 325 PIANO LITERATURE****3 credits**

This course provides an overview of significant piano repertoire and an overview of piano chamber music literature through sight-reading chamber music repertoire, concerti, art song, two-piano and four-hand duet music, piano/string and piano/wind music. The course is designed to foster in each student a desire to continually investigate all aspects of the vast piano literature. Listening to recorded performances supplements the students' direct contact through sight-reading of the repertoire. Assignments include readings, listening lists, sight-reading, oral reports, in-class performances and exams. Prerequisite: Permission of instructor. Offered: As needed.

**MUP 511 ENSEMBLE ARTS FOR PIANISTS****1 credit**

Pianists are exposed to a variety of instrumental ensemble and vocal situations, with the focus on rehearsal/performance preparation of works for piano with one other instrument. The experience gained from these collaborations will provide the basic skills required for ensemble playing.

**MUR 200 JURY****0 credit**

All freshmen and sophomore conservatory students are required to perform a brief performance that includes fundamentals, etudes and solo repertoire. As well, all junior and senior piano conservatory students are required to perform a sight-reading jury. Offered: Spring.

**MUR 300 JUNIOR RECITAL****0 credit**

The Junior Recital consists of 45 to 50 minutes of music and be played without intermission. The student must present one complete work, and one selection must be memorized. The instructor may require that additional works be presented from memory. Prerequisites: Junior standing and instructor approval.

**MUR 301 PERFORMANCE FORUM****0 credit**

A weekly gathering of all conservatory students and faculty give students an opportunity to perform in a concert hall setting. All undergraduate students must enroll in Performance Forum each semester that they are in residence at the Conservatory of Music.

**MUR 312 MOCK AUDITION****0 credit**

All junior and senior instrumental conservatory students are required to perform a mock orchestral audition. Offered: Fall.

**MUR 400 SENIOR RECITAL****0 credit**

The Senior Recital consists of 70 to 90 minutes of music and includes an intermission. Repertoire should include a 20th-century work, and only complete works should be presented. At least one selection must be memorized. The instructor may require that additional works be presented from memory. Prerequisites: Senior standing and instructor approval.

**MUR 501 PERFORMANCE FORUM** **0 credit**  
A weekly gathering of all conservatory students and faculty give students an opportunity to perform in a concert hall setting. All graduate students must enroll in Performance Forum each semester that they are in residence at the Conservatory of Music.

**MUR 511 PERFORMANCE REQUIREMENT: CONCERTO** **0 credit**  
The concerto performance requirement consists of two contrasting movements of a concerto or equivalent work written for solo instrument and orchestra performed from memory. Prerequisite: Instructor approval.

**MUR 512 PERFORMANCE REQUIREMENT: MOCK AUDITION** **0 credit**  
All graduate instrumental conservatory students are required to perform at least one mock orchestral audition during their program of study. Prerequisite: Instructor approval. Offered: Fall.

**MUR 513 PERFORMANCE REQUIREMENT: CHAMBER WORK** **0 credit**  
The chamber work performance requirement consists of two contrasting movements of a chamber work. Prerequisite: Instructor approval.

**MUR 514 PERFORMANCE REQUIREMENT: SIGHT-READING JURY FOR PIANISTS** **0 credit**  
Graduate conservatory piano students are required to perform at least one sight-reading jury during their program of study. Prerequisite: Instructor approval.

**MUR 600 PERFORMANCE REQUIREMENT: GRADUATE RECITAL** **0 credit**  
The Graduate Recital consists of 70 to 90 minutes of music and includes an intermission. Repertoire should include a 20th-century work, and only complete works should be presented. At least one selection must be memorized. The instructor may require that additional works be presented from memory. Prerequisites: Graduate standing and instructor approval.

**MUS 100 ELECTIVE IN INSTRUMENTAL LESSONS** **1 credit**  
This course is designed to allow any student to study privately with an instrumental, piano or composition instructor. Prerequisite: Audition and permission of the instructor.

**MUS 131–232 SECONDARY PIANO I–IV** **1 credit**  
In this course instrumental music students develop basic skills at the piano. A variety of skills are developed during the four-semester curriculum. These skills include scales and arpeggios, diatonic triads and seventh chords, chord progressions, chromatic chords, modal scales, repertoire, sight-reading and harmonization. Placement exams will determine student level. Prerequisite: Placement exam.

**MUS 301 APPLIED MUSIC-MAJOR INSTRUMENT** **4 credits**  
In this course, students strive to develop their individual musical performance ability to its fullest potential, both musically and technically. Students receive training through scales, arpeggios, etudes, exercises, and a broad variety of repertoire. Students develop independent thinking with the understanding of musical color, shape, form, style, direction and control as necessities of musical art. In addition to private study, weekly studio classes present a performance workshop dealing with various topics such as technique, performance and pedagogy. Prerequisite: Conservatory B.M. students only.

**MUS 303 PRINCIPAL INSTRUMENT** **2 credits**  
This course is designed to develop the student's musical and technical performance ability. Students receive training through scales, arpeggios, etudes, exercises and repertoire from different musical styles. Students take weekly individual lessons and attend studio class. Prerequisite: Conservatory B.A. students only.

**MUS 311 SMALL ENSEMBLE** **1 credit**  
The chamber music program focuses on the process of coming together to achieve a successful musical experience while recognizing the substantial individual and collective responsibility required to that end. Regular coaching and rehearsals form the basis for developing the skill of musical interaction. Chamber groups perform on campus and throughout the community. Prerequisite: Audition may be required.

**MUS 321 LARGE ENSEMBLE** **1 credit**  
This course provides the students with an opportunity to learn and perform repertoire from a wide range of periods and styles in an orchestral setting. Rehearsals and concerts provide guided practical experience in all facets of music making. Prerequisite: Audition may be required.

**MUS 323 WIND ENSEMBLE** **0 credit**  
In this course students study and perform repertoire written expressly for various combinations of wind, brass and percussion instruments. Required each spring of all undergraduate brass, wind and percussion conservatory students.

**MUS 325 BRASS REPERTOIRE** **0 credit**  
This course focuses intensely on large ensemble performance issues of brass players. Orchestral repertoire will be rehearsed and studied in great detail as well as repertoire written expressly for brass instruments. Required each fall of all undergraduate brass conservatory students.

**MUS 501 APPLIED MUSIC-MAJOR INSTRUMENT** **4-5 credits**  
In this course, students strive to develop their individual musical performance ability to its fullest potential, both musically and technically. Students receive training through scales, arpeggios, etudes, exercises, and a broad variety of repertoire. Students develop independent thinking with the understanding of musical color, shape, form, style, direction and control as necessities of musical art. In addition to private study, weekly studio classes present a performance workshop dealing with various topics such as technique, performance and pedagogy. Students are required to perform in community performance internships as assigned by their instructor. Prerequisite: Conservatory graduate students only. Piano and collaborative piano students in the MM program will enroll in this course for five credits per semester.

**MUS 511 SMALL ENSEMBLE** **1 credit**  
The chamber music program focuses on the process of coming together to achieve a successful musical experience while recognizing the substantial individual and collective responsibility required to that end. Regular coaching and rehearsals form the basis for developing the skill of musical interaction. Chamber groups perform on campus and throughout the community. Prerequisite: Audition may be required.

**MUS 521 LARGE ENSEMBLE** **1 credit**  
This course provides the students with an opportunity to learn and perform repertoire from a wide range of periods and styles in an orchestral setting. Rehearsals and concerts provide guided practical experience in all facets of music making. Prerequisite: Audition may be required.

**MUS 523 WIND ENSEMBLE** **0 credit**  
In this course students study and perform repertoire written expressly for various combinations of wind, brass and percussion instruments. Required each spring of all graduate brass, wind and percussion conservatory students.

**MUS 525 BRASS REPERTOIRE** **0 credit**  
This course focuses intensely on large ensemble performance issues of brass players. Orchestral repertoire will be rehearsed and studied in great detail as well as repertoire written expressly for brass instruments. Required each fall of all graduate brass students.

**MUT 099 RUDIMENTS OF THEORY****1 credit**

This is a review course designed to meet the individual needs of each student for whom the course is required. This course will provide a brief review of the basic elements of music and musical notation necessary to begin work in music theory and ear training classes. Credit does not count toward degree. This course is intended for students who are simultaneously enrolled in MUT 200 Fundamentals of Music I. Prerequisite: Placement exam.

**MUT 150–251 EAR TRAINING I–IV****1 credit**

Several essential skills are introduced to music students through the four levels of this course. Each skill is continually developed during the four-semester curriculum. In-class activity will include rhythmic drills, sight-singing exercises and dictation exercises. Material covered over the course of four semesters will include: diatonic melody and harmony; chromatic melody and harmony; chord progressions, including chromatic chords; 4-part dictation; syncopation and irregular subdivisions; and 20th century materials. Placement exams will determine student level. Prerequisite: Placement exam.

**MUT 200 FUNDAMENTALS OF MUSIC I:****COUNTERPOINT/ELEMENTARY HARMONY****3 credits**

This course is divided into two parts. First, as a preparation for the study of tonal harmony, this course will be a study of strict species counterpoint in two voices (through all five species). The second half of the course will begin the study of the basic harmonic materials of “functional” tonal music of the Common-Practice period. Topics covered will include the structure of triads and Roman Numeral analysis; concepts of voice-leading; inversions of chords; harmonic progressions in four parts based on the Bach Chorales; the importance and creation of bass lines; the harmonization of bass lines and figured bass. Written work will consist of one or two short assignments per week. Prerequisite: Simultaneous enrollment in MUT 099 or placement exam.

**MUT 201 FUNDAMENTALS OF MUSIC II: ADVANCED HARMONY****3 credits**

This course is a continuation of the study begun in Fundamentals I of the basic materials of tonal music, using the four-part “chorale style” of J. S. Bach as the basis of study. Topics will include cadences, non-harmonic tones, triads in second inversion, the structure and treatment of seventh chords, the harmonization of melodies, secondary function chords, modulation and chromaticism. Written work will consist of one or two short assignments per week. Prerequisite: MUT 200 or placement exam.

**MUT 300 FUNDAMENTALS OF MUSIC III: TONAL ANALYSIS****3 credits**

This course is concerned with the analysis of selected movements and complete compositions from the Common-Practice period of functional tonal music and the development of the necessary analytical skills to achieve this goal. This will be accomplished in a number of ways: 1) the continued development and refinement of the student’s ability to perform harmonic analysis, as begun in Fundamentals I and II; 2) the expansion of analytical techniques to include analysis of rhythm, meter, phrase structure, articulation, etc.; and 3) study of the principal forms from the Common-Practice period, with some consideration of their historical development. Weekly analysis assignments will be required. Prerequisite: MUT 201 or placement exam.

**MUT 301 FUNDAMENTALS OF MUSIC IV:****TWENTIETH CENTURY THEORY****3 credits**

This course is concerned with the theoretical concepts of 20th century music and the compositional techniques used in this music. At the beginning of the course, there will also be an introduction to the analysis of Medieval and Renaissance music. This course will consist of a survey of a variety of different compositional and analytical techniques and will not be historical in nature. Weekly homework assignments will be required. Prerequisite: MUT 201 or placement exam.

**MUT 374 ADVANCED COUNTERPOINT AND FUGUE****3 credits**

The main goals of this course will be: 1) through the writing of strict species counterpoint exercises in 18th century style to prepare the student to go on to; 2) more advanced stylistic exercises employing true 18th century forms, such as binary form “dance” suite movements, two- and three-part inventions, chorale preludes and fugues; and 3) to develop the student’s ability to analyze, both in terms of harmony and form, contrapuntal compositions from the 18th century. The course will begin with strict species counterpoint and then move on to the specific style and techniques of 18th century counterpoint. Listening assignments of selected works by J. S. Bach will be required. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: MUT 300.

**MUT 375 TONAL COMPOSITION****3 credits**

This course involves the imitation of the basic forms of tonal music of the Classical and Romantic periods and focuses on the techniques of motivic transformation, melody, harmony and rhythm. Weekly assignments involving composition and analysis will be required and a composition in a longer form will also be required as a final project. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: MUT 300.

**MUT 377 ANALYSIS FOR MUSICAL PERFORMANCE****3 credits**

This course deals with the detailed analysis of musical compositions with particular emphasis on the implications for musical performance. Some of the topics that will be discussed include articulation and phrasing; accent, rhythm and meter; the analysis of structural pitches; and the “correct” stylistic interpretation. Students will be required to give in-class presentations that may include demonstration through performance. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: MUT 300.

**PHD QP 009 QUALIFYING PAPER****0 credit**

This course is designed to recognize passing the doctoral qualifying paper. The purpose of the qualifying paper is to demonstrate that students are prepared for the writing and research components necessary to develop an acceptable dissertation research proposal. The qualifying paper is a substantial critical analysis of the theoretical and empirical literature of approximately 50 pages to be written on a topic that may or may not be related to the student’s dissertation topic. In RES 702, students are oriented to requirements and procedures and begin developing the qualifying paper. The Qualifying Paper Committee, consisting of the student’s qualifying paper advisor and one other Lynn University full-time faculty member, must approve the qualifying paper. The qualifying paper should be completed when the student is enrolled in LDR 790, but may not be completed until the student has completed a minimum of 42 credit hours of course work in the Ph.D. program of study. This paper is one of the requirements that must be completed and approved prior to advancing to doctoral candidacy. Upon successful completion of the qualifying paper, a grade of P (pass) will be submitted by the qualifying paper advisor for PHD QP 009. Students in good academic standing, with a cumulative GPA of 3.25 or higher, who completed all course requirements except RES 900-902, and did not complete the qualifying paper, must continuously enroll (as permitted) in their qualifying paper advisor’s RES 897 course section. (See the Ph.D. Program Progression Requirements in this catalog.) Prerequisites: RES 703 and completion of at least 42 credits of the Ph.D. Program. There is no tuition fee.

**PSY 150 INTRODUCTION TO PSYCHOLOGY****3 credits**

A study of the scope and methods of psychology with a view to understanding the human organism, the basic phases of human behavior and the relevance of psychology in contemporary society.

**PSY 200 ORIENTATION TO THE STUDY OF PSYCHOLOGY 3 credits**

This course introduces students to the professional language of psychology, the protocol of research and ethical conduct related to the field. Emphasis is placed on career choices and the importance of understanding research methods in psychology.

**PSY 201 THE AGING PROCESS 3 credits**

A study of the processes of aging and their behavioral effects on the individual. To better understand the capacities and potential of the mature, older person, topics studied include age changes and biological functions, sensations, perception, intelligence, learning, memory and creativity.

**PSY 210 DEATH AND DYING 3 credits**

This course focuses on death as an event in history. The topics of discussion include concerns and fears of illness and death, grief and bereavement, and society's values and conflicts regarding life and death. Credit may not be given for both PSY 210 and HCA 210.

**PSY 225 HUMAN SEXUALITY 3 credits**

Anatomy and physiology of the human reproductive system, human sexual response, the range of sexual behaviors and sources of attitudes and beliefs about sexuality will be explored in this course.

**PSY 250 DEVELOPMENTAL PSYCHOLOGY 3 credits**

Human development from birth to old age will be explored by the study of developmental processes and theories. Emphasis is on development as a lifelong process and how these processes affect human behavior. Course includes an examination of all forms of development: physical, cognitive, social, psychological, moral and linguistic.

**PSY 260 PERSONALITY THEORY 3 credits**

A study of the major theories of the composition and determinants of human personality. The theories examined include: psychoanalytic theories, self-theory, self-actualization theory, trait theories and social learning theory.

**PSY 261 CURRENT PERSPECTIVES IN SUBSTANCE ABUSE 3 credits**

This course explores the role of alcohol and other drugs in American society today. It includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and the resources available for the treatment of abuse problems.

**PSY 270 HUMAN MOTIVATION 3 credits**

A study of the major theories (clinical as well as experimental) of human behavior. The theories examined include psychoanalytic theory, cognitive-consistency theories, achievement motivation theory and attribution theory.

**PSY 280 MIND BODY MEDICINE 3 credits**

The purpose of this course is to acquire an understanding of the human being as a whole. The student will study the relationship of the body and mind through the integration of such subjects as anatomy and physiology, health, and human behavior. This course is cross-listed as SCI 280. Lab fee: \$30.

**PSY 300 EXPRESSIVE STUDIES: MUSIC, ART AND MOVEMENT 3 credits**

Students will be exposed to the fundamental theory and application of each art form. Through didactic presentation, discussion, experiential work and art making, students will develop an understanding of the arts and their therapeutic dimensions.

**PSY 305 EXPRESSIVE STUDIES: DRAMA AS EXPRESSION 3 credits**

Students will be introduced to the theory and technique of expressive performance with an emphasis on psychotherapeutic and aesthetic dimensions. Students will study a dramatic piece, explore the theory behind psychodrama and create an original dialogue expressing a psychological theme.

**PSY 310 EXPRESSIVE STUDIES: POETRY AND NARRATIVE 3 credits**

Students will study the theories and techniques of literary process and explore the ways in which poetry and narrative literature reflect the authors' processes of expression and healing. In addition, the course will include a creative writing component in which students produce their own poetry, stories and journals and examine the dynamics of expressive articulation.

**PSY 315 PSYCHOLOGICAL TESTS AND MEASUREMENTS 3 credits**

Theory and use of psychological tests of ability and personality. Includes laboratory sessions.

**PSY 349 INTRODUCTION TO APPLIED COUNSELING 3 credits**

Focus is on developing counseling competencies and specialized skills and techniques used in the counseling process for individuals and groups.

**PSY 350 FACILITATOR TRAINING COURSE 3 credits**

This course is designed to develop: (1) improved listening skills and an appreciation of the emotional factors underlying communication and motivation and, therefore, to increase the participant's effectiveness in responding; and (2) counseling skills that are effective in dealing with emotional problems.

**PSY 352 COMMUNITY PSYCHOLOGY 3 credits**

Prevention, recognition and mobilization of individual and community resources for helping solve psychological problems. Discussion with psychologically trained change agents in human service roles.

**PSY 354 INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY 3 credits**

Application of psychology in business and industry, as well as its relevance to organizational effectiveness in general. The course examines issues in the following areas: supervisory, leadership, morale, personnel selection, training, human factors engineering and consumer psychology.

**PSY 355 PRINCIPLES OF LEARNING 3 credits**

A study of behavioral, cognitive, and information processing accounts of the acquisition, organization and utilization of information. Topics include classical conditioning, instrumental conditioning, observational learning and memory.

**PSY 360 SOCIAL PSYCHOLOGY 3 credits**

A study of the processes underlying and resulting from group interactions. Topics include persuasion, conformity, aggression, prejudice, interpersonal evaluation and interpersonal attraction.

**PSY 370 ABNORMAL PSYCHOLOGY 3 credits**

A study of maladaptive behavior patterns and the therapeutic procedures used to treat such patterns. Maladaptive behavior patterns that are examined include the neuroses, psychosociological disorders, personality disorders, affective disorders, schizophrenia and paranoia.

**PSY 400 PROCESS: PERSONAL GROWTH PSYCHOLOGY 3 credits**

A study of personal growth and ways of dealing with choices and changes of life. References to several psychological disciplines are used as a holistic approach to understanding our individuality. A scholarly study of ways of transcending toward higher levels of personality integration.

**PSY 420 PHYSIOLOGICAL PSYCHOLOGY 3 credits**

A study of the physiological events that take place within the human body whenever behavior occurs. Topics will include the neurochemical basis of behavior, sensory coding and processing, the neural basis of emotions, psychological disorders, sleep, sex, learning and memory. The student will explore mind/body medicine, the effects of stress on health and behavior, and how the body and mind heals. This course is cross-listed as SCI 320.



**PSY 440 RESEARCH AND STATISTICS IN PSYCHOLOGY** 3 credits  
A study of research design and qualitative and quantitative methods of data collection and analysis. The student selects and carries out independent library and/or empirical research, including a well developed research paper and oral presentation of research project. Faculty supervision is provided on an individual basis.

**PSY 460 EXPERIMENTAL PSYCHOLOGY** 4 credits  
Research designs commonly used in psychology: observational, experimental and quasi-experimental. Steps in conducting research including APA format for writing reports. Includes laboratory/discussion sessions.

**PSY 481 INTERNSHIP IN PSYCHOLOGY** 3-6 credits  
The experience involves applying the knowledge acquired in prerequisite psychology courses to the community through placement in a mental health clinic/community service agency. Supervision on-site and by practicum supervisor. Written report and evaluation of goals and objectives required.

**PSY 490 SEMINAR IN PSYCHOLOGY** 3 credits  
Special topics course for Psychology, Behavioral Science or Criminal Justice majors. May serve as capstone course for Psychology majors.

**PSY 500 PERSONALITY THEORIES** 3 credits  
This course is an overview of the field of personality theories and practice. This course details the many theories of personality and issues within the practice of mental health counseling. This course includes conceptualization of personality theories and counseling application in practice.

**PSY 520 PSYCHOPATHOLOGY** 3 credits  
Psychopathology is a course which will aid the student in understanding problems of definition and classification of abnormal human behavior. The course will incorporate the development of skill in making diagnoses, a working knowledge of the diagnostic categories in the DSM-IV, and an understanding of the varying philosophies relative to diagnosis and treatment of abnormal behavior.

**PSY 540 RESEARCH AND STATISTICS IN APPLIED PSYCHOLOGY** 3 credits  
This course will explore theoretical and practical interpretations of research results in the applied field of psychology. Specifically, students will study both qualitative and quantitative methods of data collection and analysis. Students will also be instructed on the use of statistical software by completing exercises in and out of class.

**PSY 560 DEVELOPMENTAL PSYCHOLOGY** 3 credits  
This course is designed to provide students with the foundations and implications of the developmental approach to the understanding of human psychology. Students will become acquainted with a range of core issues in the development of the lifespan, including basic theoretical and methodological concepts, such as lifespan theories of development including physical, intellectual and moral and social development. This course includes an examination of the field today and applications of lifespan developmental science for intervention into developmental processes and implications for applied developmental research.

**PSY 580 PSYCHOBIOLOGY** 3 credits  
Psychobiology is the study of the biology of behavior. Because the production and regulation of behavior is largely the job of the nervous system, this course will involve a study of the central nervous system and how it works. This study of behavioral neuroscience will include the physiological bases of sensation, sex, learning and memory, motivation, cognition and abnormal behavior. By its very nature, psychobiology is a multidisciplinary field which draws from the fields of biology, psychology, chemistry, mathematics and physics.

**PSY 600 THESIS CLASS** 3 credits  
Each student will conduct an independent research study. A research proposal must first be submitted and accepted by the student's master's thesis committee and then completed and formally presented to the master's thesis committee. This study will be supervised by the student's thesis advisor.

**PSY 605 PRACTICUM IN COUNSELING** 3 credits  
This course offers students an experiential component in their clinical program. Students will be working in the field of counseling while receiving clinical supervision from their academic and site supervisor. This course will inform students' thinking on issues related to professional behavior and preliminary counseling skills. Students will be provided with group and individual supervision.

**PSY 610 COUNSELING THEORIES** 3 credits  
This course is an overview of the field of counseling theories and practice. This course details the many theories of counseling and issues with in the practice of mental health counseling. This course includes conceptualization of personality theories and counseling application in practice.

**PSY 615 GROUP THEORIES IN COUNSELING** 3 credits  
Students in this course learn major concepts in group counseling theories and actual applied group therapy. Students develop techniques to facilitate group therapy. This course examines group dynamics, group cohesion, relationship development and the stages of group therapy.

**PSY 620 TESTING AND ASSESSMENT IN PSYCHOLOGY** 3 credits  
This course will examine the theory, history and methodological foundations of psychological testing, assessment and measurement in the applied psychological field. Both the benefits and pitfalls of using assessment in practice will be investigated in underlining the importance of culture-related issues.

**PSY 640 SOCIAL AND CULTURAL FOUNDATIONS IN PSYCHOLOGY** 3 credits  
This course will explore the psychological impact of social and cultural factors in the field of psychology. The influence of gender, race, age, ethnicity, culture, SES, religious preference, sexual orientation, and mental and physical disabilities in psychological research and counseling relationships will be investigated. Prototyping, stereotyping and prejudice will be examined, and interventions appropriate to handling these will be studied.

**PSY 650 HUMAN SEXUALITY** 3 credits  
This course examines the theories and etiology of human sexuality, physiology and sexual development. Students will explore theories of sexual role expectations, sexual dysfunctions and sex therapies. The importance of the counselor in the role of the human sexuality educator will be discussed.

**PSY 660 PSYCHOLOGICAL CONSULTATION** 3 credits  
This course is designed to educate the clinician to multiple aspects of consultation and practice. Concepts regarding consultation in medical centers, mental health centers, public and private schools will be discussed. System-centered, child-centered and teacher-centered techniques will be discussed.

**PSY 670 SUBSTANCE ABUSE** 3 credits  
This course investigates the assessment, etiology and treatment of substance abuse as related to counseling issues. This course reviews substance abuse assessment and treatment issues and practice. Students will acquire assessment techniques and treatment interventions for individual, group and family approaches. This course will prepare the counselor for counseling in a multitude of settings.

**PSY 680 TECHNIQUES AND INTERVENTIONS IN PSYCHOLOGY 3 credits**

This course presents the numerous therapeutic techniques and interventions related to a variety of both modern and post-modern therapy paradigms. Focus will be on understanding the theoretical framework for the therapy models and the associated techniques. Issues related to assessment, case conceptualization, treatment planning, special populations, and outcome evaluation will be examined.

**PSY 685 CAREER AND LIFESTYLE ASSESSMENT 3 credits**

This course will explore the psychological basis of career and lifestyle assessment in the field of vocational psychology. Career counseling and theory is explored with an emphasis on the history that led to the development of the field and the assessment methods and interventions specific to this field. The course includes the various approaches and interventions used by career counselors and psychologists. Professional issues related to traditional clinical interventions and the current trends in career assessment are reviewed.

**PSY 688 SEMINAR IN APPLIED PSYCHOLOGY 3 credits**

This is a special topics course for psychology graduate students. Students will learn the history and philosophy of the seminar topic and will be informed of the various career development and educational opportunities available in the specified field. Students will develop critical thinking skills and will apply these skills to critiquing and presenting current practices and research methods in the field. Students will fully understand the ethical and legal principles applicable to those holding professional roles in society.

**PSY 690 LEGAL AND ETHICAL ISSUES IN APPLIED PSYCHOLOGY 3 credits**

This course covers ethics, laws and standards as related to professional conduct and counseling. This course discusses legal and ethical decisions a counselor would encounter in the clinical setting. Topics discussed would be professionalism, confidentiality, competence, duty to warn and protect and diversity with clients. Clinical case examples and cultural considerations will be discussed.

**PSY 699 PRACTICUM IN PSYCHOLOGY 3 credits**

This course requires students to work a specified number of hours in the field of psychology based on their specialization area. Students will meet in a classroom setting for group and peer supervision and with the course instructor for individual supervision. Site placement will include supervision with an emphasis in developing appropriate skills training in applied psychological settings. Students need to have completed all master's-level course work with a grade of B or better to be eligible for placement in this course. Required clinical hours and supervision hours must be met for successful completion of this course. The culmination of this course is the final presentation of the master's thesis.

**PSY 700 INTERNSHIP IN COUNSELING 3 credits**

This course offers students an experiential component in their clinical program. Students will be working in the field of counseling while receiving clinical supervision from their academic and site supervisor. This course will inform students' thinking on issues related to professional behavior and advanced counseling skills. Students will be provided with group and individual supervision.

**RES 602 STATISTICAL METHODS 3 credits**

Measurement and statistical analysis of parametric and non-parametric data. Techniques, applications and analysis. formerly EDU 602.

**RES 700 RESEARCH PROCESS AND CRITIQUE 3 credits**

An introduction to research, including the purpose of research, principles of observation, development of paradigms, laws, theories and hypotheses, definition and classification of variables, cause and effect, analysis of nomothetic and ideographic research, development of research designs, and principles of measurement. This course is taken within the first 0 to 18 credits of the Ph.D. Program. Prerequisite: Statistics.

**RES 702 WRITING FOR RESEARCH 3 credits**

This course is designed to prepare the student for the conduct of scholarly inquiry and technical writing. Topics include refining one's writing style, avoiding plagiarism, adhering to APA style, conducting a review of literature and critiquing the work of others. The course also provides an explanation of the preparation of the qualifying paper. It is expected that students enrolled in RES 702 have foundational knowledge and skills in the use of computer applications, research and statistics, writing, information literacy, and familiarity with Blackboard (as an e-learning tool). This course is taken approximately midway through the Ph.D. Program (between 19 to 36 credits). Formerly RES 600. Prerequisite: RES 700.

**RES 703 CRITICAL ANALYSIS OF THE LITERATURE 3 credits**

Critically analyzing and writing a literature review is the focus. Criteria are applied in analyzing and critiquing theoretical literature, critical analytic/review articles, qualitative and quantitative empirical studies, and specialized studies such as methodological, meta-analyses, and case studies. Following the analysis and critique, the review ends with a state-of-the-art discussion of the literature which includes a synopsis, interpretations, theoretical and empirical conclusions, recommendations for future scholarly inquiry, and research strategies to address empirical recommendations. Effective writing, avoiding plagiarism, and adhering to APA style are emphasized. Prerequisite RES 702.

**RES 704 QUANTITATIVE AND QUALITATIVE METHODS OF RESEARCH 3 credits**

An overview of quantitative and qualitative methodologies and processes used in applied research: definition of the problem, selection of key variables, determination of appropriate design, selection of subjects, protection of subjects' rights, plan for research implementation and data collection, and development of the research proposal and timeline. This course is taken after completion of 36 credits of the Ph.D. Program. Formerly RES 701. Prerequisite: RES 703.

**RES 800 ADVANCED STATISTICAL SOFTWARE APPLICATIONS: SPSS 3 credits**

Using SPSS software application to analyze univariate, bivariate, and multivariate parametric and non-parametric descriptive and inferential statistics, and interpreting, reporting, and presenting data analyses results. Quantitative data analysis required to answer research questions, test hypotheses, and establish psychometric qualities of measures in complex research designs, including experimental and quasi-experimental, factorial, causal-comparative, repeated measures, relationship and prediction studies, and longitudinal designs are examined. Includes frequency data, central tendency, chi-square test of goodness of fit and association, bivariate correlation and regression; one sample, paired, and independent t-tests; one-way ANOVA, two-way ANOVA, ANCOVA; simple, multiple, and logistic regression, MANOVA, MANCOVA; factor and cluster analysis, reliability, and discriminant function analysis. Prerequisites: RES 704 and Inferential Statistics.

**RES 801 ADVANCED STATISTICAL SOFTWARE APPLICATIONS: STRUCTURAL EQUATIONS MODELING (SEM) 3 credits**

Analysis of structural equation modeling (SEM) using AMOS software for social, behavioral, and economic research measurement and examining the conceptual structure of phenomena. The logic, assumptions, types of research questions and hypotheses, required input for SEM, and construction and estimating structural equation models involving measurement error and latent variables are analyzed. Skills in accurately interpreting, reporting, critiquing, and presenting AMOS data analyses of causal models with directly observed variables include: confirmatory/exploratory factor analysis, structural equation models with latent variables, model building and goodness of fit tests, multiple group analysis, and latent growth curve analysis. Prerequisites: RES 704, Inferential Statistics, and SPSS experience. 3 credits.

**RES 897 CONTINUOUS DEVELOPMENT  
OF THE QUALIFYING PAPER**

**1-9 credits**

Used during continuation of work on the qualifying paper, this course is necessary to comply with the continuous registration requirement of the degree program. Under the guidance of the qualifying paper advisor, students must enroll in consecutive terms of RES 897 (one credit in consecutive terms each term) for continuous development of the doctoral qualifying paper if they completed all 54 credit hours of required course work (except RES 900 and 902) and are in good academic standing, but did not complete the qualifying paper. The purpose of the qualifying paper is to demonstrate that students are prepared for the writing and research components necessary to develop an acceptable dissertation research proposal. In order to receive a passing grade (P) with each enrollment in RES 897, students must demonstrate progress toward completion of the qualifying paper. Upon successful completion of the qualifying paper, a grade of P (Pass) also will be submitted by the program coordinator for PHD QP 009. (See the Ph.D. Program Progression Requirements in this catalog.) One credit hour per additional term. A maximum of 9 credits of RES 897 may be taken.

**RES 900 DOCTORAL RESEARCH SEMINAR**

**3 credits**

Under the guidance of the course instructor and the Dissertation Committee, students complete the dissertation proposal, successfully defend the proposal before faculty of the university, and then follow with submission of a complete IRB application that includes the research protocol, certifications and signatures, and curriculum vitae of principal investigator to the University Institutional Review Board for Human Subjects Research (IRB). Students who do not successfully complete the course requirements during the term, will receive a grade of IP (course in progress) and must next enroll in consecutive terms (one credit each term as permitted) of RES 901. Upon successful completion of RES 900 course requirements, a grade will be issued. RES 900 must be completed within one year of initial enrollment in order to pass the course. Grading is the responsibility of the course instructor who will seek input from the Dissertation Committee chair and is pass (P)/fail (F) or no pass (NP). Doctoral candidacy must be achieved prior to the first class of RES 900, regardless of add/drop dates. Students may complete the requirements described in RES 901 during initial enrollment in RES 900. (See the Ph.D. Program Progression Requirements in this catalog.) Prerequisites: Doctoral candidacy must be achieved prior to the first class meeting of RES 900.

**RES 901 DISSERTATION CONTINUATION**

**1-12 credits**

Taken while continuing work on the dissertation, this course is necessary to comply with the continuous registration requirement of the degree program. Students must register for this course for every term until the student's dissertation chair anticipates completion of the dissertation the following term. The course serves two purposes: (1) Students who have not completed RES 900 and have a course in progress grade (IP), must enroll in RES 901 (one credit in consecutive terms) for not more than six terms or six credits. (2) Students who completed RES 900 requirements and are revising their IRB proposal, have IRB approval and approval by their committee chair to implement the study, are implementing the dissertation study, and/or are developing Chapters 4 and 5, must enroll in RES 901 (one credit in consecutive terms) for not more than six terms, or six credits. Students must maintain compliance with all IRB policies during implementation and notify the IRB of data collection completion. In order to receive a passing grade (P) with each enrollment in RES 901, students must demonstrate progress toward completion of the dissertation. Each student registers for RES 901 in the section of the dissertation chair. Grading is the responsibility of the Dissertation Committee chair and is pass (P)/fail (F) or no pass (NP). (See the Ph.D. Program Progression Requirements in this catalog.) Prerequisite: RES 900 (IP or P grade).

**RES 902 DEFENSE AND COMPLETION OF THE DISSERTATION**

**3 credits**

Enrollment in this course is required for the term of completion of all degree requirements, including the successful defense of the dissertation. Students who do not complete the course requirements during the term will receive an IP (in progress

grade) and must enroll in RES 901 to maintain the continuous registration requirement of the degree program. Each student registers for RES 902 in the section of the dissertation chair. Grading is the responsibility of the Dissertation Committee chair and is pass (P)/fail (F) or no pass (NP). Students must complete RES 902 requirements within six months of initial enrollment. (Please see the Ph.D. Program Progression Requirements in this catalog.) Prerequisite: RES 900; evidence of IRB approval and student notification to IRB of data collection completion; completion of dissertation data collection and significant development of Chapters 4 and 5.

**SAM 530 SPORTS ADMINISTRATION**

**3 credits**

Application of management theory and practice to sports administration. Emphasis on organizing, structuring and maintaining a successful department. Day-to-day operations reviewed along with facility management, fiscal and budgetary aspects, personnel selection and supervision, public relations and office management.

**SAM 535 ISSUES IN INTERCOLLEGIATE AND PROFESSIONAL  
SPORTS ADMINISTRATION**

**3 credits**

An overview of critical issues of national interest in both collegiate and professional sports, Title IX, Gender Equity, scholarships and payment of athletes, recruiting policies, professional agents, and other current matters of prime importance in the field.

**SAM 597 INDEPENDENT STUDY IN SPORTS  
AND ATHLETICS ADMINISTRATION**

**1-3 credits**

Opportunities to explore both career directions and areas of individual interest.

**SAM 610 SPORTS MANAGEMENT, MARKETING  
AND PUBLIC RELATIONS**

**3 credits**

The purpose of the course is to expose students to various aspects of the sports marketplace, including but not limited to athlete representation, legal issues including but not limited to the Internet, individual and corporate marketing, and public relations strategies. The course will examine trends in the industry, analyzing their present and future effects on both the particular sport and sports in general.

**SAM 620 SPORTS PSYCHOLOGY**

**3 credits**

Study of selected and specialized current topics in the field of sports psychology. Included are the processes underlying and resulting from group interactions, with particular reference to the study of personal growth in the areas of sports.

**SAM 621 SPORTS MEDICINE: TECHNIQUES IN THE CARE  
AND PREVENTION OF ATHLETIC INJURIES**

**3 credits**

Techniques and procedures designed to prevent injuries: preventative taping, injury recognition and immediate care of athletic injuries. Designed for athletic personnel and those interested in the field of athletic training.

**SAM 630 LEGAL ASPECTS OF ATHLETICS**

**3 credits**

General overview of the fundamentals of sports law. Emphasis on those areas of sports law that impinge on the daily business routines of lawyers and sports professionals. Topics include: school, coach and medical liability, as well as liability, injuries, warnings, waivers, contracts and discrimination.

**SAM 631 SPORTS AND ATHLETICS GOVERNANCE**

**3 credits**

Introduction to the structure and principles of governance in Intercollegiate Athletics for institutions that are members of the National Collegiate Athletic Association and the National Association of Intercollegiate Athletics. Focus on the structure and responsibilities of the NCAA/NAIA, the constitution and bylaws, application of rules and regulations, the structure and responsibilities of the university/college compliance office, and ethics. Upon completion, members should be capable of passing the NCAA annual recruiting examination.

**SAM 665 GRADUATE PROJECT IN SPORTS AND ATHLETIC ADMINISTRATION** **3 credits**  
The project is developed around an area of professional interest and importance. The project must reflect an integration of theory and practice, as well as demonstrate expertise in the subject matter.

**SAM 670 SPECIAL TOPICS IN SPORTS AND ATHLETICS ADMINISTRATION** **3 credits**  
This course addresses various topics of current interest not covered in other courses and particularly related to coaching administrative skills that meet state certification requirements in education or other areas.

**SAM 680 BEGINNING INTERNSHIP IN SPORTS AND ATHLETICS ADMINISTRATION** **3 credits**  
The internship provides an opportunity to apply beginning knowledge and theory to professional practice. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**SAM 681 ADVANCED INTERNSHIP IN SPORTS AND ATHLETICS ADMINISTRATION** **3 credits**  
The internship provides an opportunity to apply advanced knowledge and theory to professional practice.

**SCI 100 PRINCIPLES OF SCIENCE FOR HEALTH PROFESSIONALS** **3 credits**  
An integrated science course that introduces basic scientific principles involved in the health professions. Selected topics from biology, microbiology, chemistry and physics are included. This course may not be used to fulfill the core curriculum laboratory science requirement.

**SCI 110 THE BIOLOGICAL WORLD AND LAB** **4 credits**  
Introduction to the life-supported systems of nature, emphasizing the diversity and adaptations of organisms in the evolutionary perspective. This course meets three lecture hours and two lab hours per week. Lab fee: \$30.

**SCI 111 BIOLOGICAL PATTERN AND PROCESS AND LAB** **4 credits**  
Introduction to the operation of life-supported systems at various levels of organization, from biochemical to ecological. This course meets three lecture hours and two lab hours per week. Lab fee: \$30.

**SCI 130 GENERAL CHEMISTRY I AND LAB** **4 credits**  
This course provides a background in the basic concepts of chemistry. Topics include discussion of units of measurements, structure of atoms, stoichiometry, types of chemical reactions, concepts of bonding, ideal gases, atomic structure and periodicity, and thermochemistry. This course meets three lecture hours and two lab hours per week. Lab fee: \$30. Prerequisite or corequisite: MAT 110.

**SCI 131 GENERAL CHEMISTRY II AND LAB** **4 credits**  
This course continues from SCI 130 and presents an introduction to the properties of solutions, chemical kinetics, chemical equilibrium, acid-base chemistry, spontaneous processes and entropy, and the chemistry of representative elements from the periodic table. This course meets three lecture hours and two lab hours per week. Lab fee: \$30. Prerequisite: SCI 130.

**SCI 170 ASTRONOMY OF THE STARS AND GALAXIES AND LAB** **3 credits**  
The study of the lives of the stars and galaxies by using tools of scientific inquiry and observation. It covers the basic principles and tools of the trade in order to study the universe beyond the solar system. This course meets three lecture hours and two lab hours per week. Lab fee: \$30.

**SCI 201 INTRODUCTION TO BIOLOGY AND LAB** **4 credits**  
A survey of the main principles of biology and the various forms of life on Earth. Subjects covered will include evolution, genetics, cellular processes, biodiversity, and ecology. The material will stress the relevance of the subjects to every-day life, and to social, economic, environmental, and philosophical problems. The course meets three lecture hours and two lab hours per week. Lab fee: \$30.

**SCI 202 INTRODUCTION TO PHYSICAL SCIENCE** **4 credits**  
This course provides a very simple overview of the subjects of physics and chemistry, and the application of these subjects in our daily lives. The major focus of the course is the development of the understanding of the physical science principles rather than the memorization of the physics and chemistry formulas. The topics of the course include motion of things, nature of light, sound, electricity and magnetism, chemical reactions and analysis. The laboratory portion of the course provides hands on experience in the application of chemical and physical principles to the real life situations. Some of the lab activities include synthesis of organic drugs, analysis of food products, firing of a rocket, and analysis of human breath and air samples. This course meets three lecture hours and two lab hours per week. Lab fee: \$30.

**SCI 203 INTRODUCTION TO HUMAN BIOLOGY AND LAB** **4 credits**  
This course is designed to provide general knowledge of the structure and function of the human body to non-science major students. It is concerned primarily with the gross structure, location and basic functions of different body parts and organs. At the end of the course, the student should understand basic anatomical terms and knowledge of the gross structure and function of the human body. The course will cover the terminology and gross anatomical structures related to the Integumentary, Skeletal (with articulations), Muscular, Nervous, Circulatory, Respiratory, Digestive, Urinary, and Reproductive Systems. This course meets three lecture hours and two lab hours per week. Lab fee: \$30.

**SCI 206 THE BIOLOGY OF PLANTS AND ALGAE AND LAB** **4 credits**  
An introduction to the form, function, diversity, evolution, natural history and cultural significance of green plants and other photosynthetic organisms. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisites: SCI 110 and 111.

**SCI 215 MARINE BIOLOGY AND LAB** **4 credits**  
An introduction to marine organisms: their diversity, adaptations and ecological inter-relationships. Laboratory and mandatory field trips. This course meets three lecture hours and two lab hours per week. Prerequisite: SCI 110.

**SCI 230 INTRODUCTION TO ENVIRONMENTAL STUDIES AND LAB** **4 credits**  
An introduction to the ecosystems of humanity and nature emphasizing basic principles of pattern and process, and analysis of current biological, technological, social, political, economic, resource and energy issues in relation to the environment. This course meets three lecture hours and three lab hours per week. Lab fee: \$30.

**SCI 235 ANATOMY OF HUMAN MOVEMENT** **3 credits**  
This course explores the integrated structure and function of the skeletal, muscular, nervous and circulatory systems. Actions, origins, insertions, innervations and blood supply of muscles are emphasized.

**SCI 260 HUMAN ANATOMY AND PHYSIOLOGY I AND LAB** **4 credits**  
This course is designed to provide sufficient knowledge of basic anatomy and physiology to serve as a working basis for studies in the allied health professions and in related fields and/or as general knowledge and appreciation of the human body as an integrated whole. Anatomy and Physiology I describes the cellular and tissue structure and function, skeletal, muscular, circulatory and nervous systems.

**SCI 261 HUMAN ANATOMY AND PHYSIOLOGY II AND LAB 4 credits**

Exploration of basic human anatomy and physiology covering the nervous, respiratory, excretory, endocrine and reproductive systems. A survey of major human diseases, development, heredity and aging. This course meets three lecture hours and two lab hours per week. Prerequisite: SCI 260 or permission of Biology program coordinator. Lab fee: \$30.

**SCI 300 ACOUSTICS AND LAB 4 credits**

This course explores the physics of sound and its relationship to music. Topics covered include the physics of vibrating systems, waves, intensity, timbre, frequency, tuning and temperament, the physics of musical instruments and the psychology of sound. This course meets three lecture hours and two lab hours per week. Lab fee: \$30. Prerequisite: An ability to read music notation.

**SCI 301 MEDICAL TERMINOLOGY I 3 credits**

Exploration of the basic elements, meaning and pronunciation of specific medical terms, through an in-depth analysis of root words (Latin and Greek), combining forms, prefixes, suffixes and abbreviations, as well as its clinical applications. Students learn medical terminology by way of content organized by body system, through a unique combination of anatomy and physiology, word building principles, spelling and pronunciation. Clinical applications and pathologies are introduced at the beginning of the semester and covered in detail in conjunction with the various systems and related terminology. The course is designed for science and health care students/professionals who want to learn medical terminology and are pursuing a career in the field of health care or pharmaceutical industries. Prerequisite: SCI 260.

**SCI 302 MEDICAL TERMINOLOGY II 4 credits**

Exploration of the basic elements, meaning and pronunciation of specific medical terms, through an in-depth analysis of root words (Latin and Greek), combining forms, prefixes, suffixes and abbreviations, as well as its clinical applications. Students learn medical terminology by way of content organized by body system, through a unique combination of anatomy and physiology, word building principles, spelling and pronunciation. Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Clinical applications and pathologies are covered in detail in conjunction with the various systems and related terminology. The course is designed for science and health care students/professionals who want to develop sound mastery of medical terminology and are pursuing a career in the field of healthcare or pharmaceutical industries. This is the second semester of a two-semester sequence. This course meets 3 lecture hours per week. Pre-requisites: SCI 260, SCI 261 and SCI 301.

**SCI 310 FORENSIC SCIENCE 4 credits**

An introduction to the uses and methods of forensic science. This course will examine the types of evidence that result from scientific analysis of a crime scene, the methods used to evaluate this evidence, the limits of these techniques, and the role of the forensic scientist in criminal investigation. Prerequisite: SCI 201 or SCI 202 or SCI 203.

**SCI 320 PHYSIOLOGICAL PSYCHOLOGY 3 credits**

A study of the physiological events that take place within the human body whenever behavior occurs. Topics to be examined include the neurochemical basis of behavior, sensory coding and processing, the neural basis of emotions, psychological disorders, sleep, sex, learning and memory. The student will explore mind/body medicine, the effects of stress on health and behavior, and how the body and mind heals. This course is cross-listed as PSY 320. Prerequisites: SCI 261 and PSY 150.

**SCI 325 MICROBIOLOGY AND LAB 4 credits**

An introduction to the morphology, physiology, life history and ecology of microbes (chiefly bacterial) and viruses. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisites: SCI 110, 111, 130 and 131.

**SCI 330 PRINCIPLES OF EXERCISE 4 credits**

This course covers exercise theories and protocols such as progressive resistive exercise and isokinetics, strength testing and measurement. Muscle physiology, properties and adaptations related to exercise are emphasized. Prerequisite: SCI 235, SCI 203, or SCI 260.

**SCI 345 SELECTED TOPICS IN HEALTH CARE 3 credits**

This course instructs the students in the etiology, signs and symptoms, diagnostic procedures, treatment regimes and prognosis for the following areas: obstetrics, pediatrics, orthopedics, sports medicine, neurology, cardiopulmonary, and geriatrics. Prerequisites: SCI 260, SCI 261, SCI 301, SCI 302 and SCI 330.

**SCI 350 PHYSICS I AND LAB 4 credits**

Exposition of the fundamental laws and phenomena of mechanics, fluids, heat, wave motion and sound. Emphasis is on the understanding of physical concepts. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisite: MAT 110. MAT 320 as a prerequisite or corequisite is recommended.

**SCI 351 PHYSICS II AND LAB 4 credits**

Exposition of the fundamental laws and phenomena of electricity, magnetism, optics, special relativity, atomic, and nuclear physics. Emphasis is on the understanding of physical concepts. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisite: SCI 350.

**SCI 355 PRINCIPLES OF BIOMECHANICS 3 credits**

This course consists of lectures and discussions related to biomechanical applications. The theory of linear viscoelastic behavior and applications to the known behavior of hard and soft tissue will be introduced. The forces, vectors and dynamics of anatomic structures will be covered. The qualitative and quantitative methods for the study of human body will be addressed. It will also cover topics related to muscle physiology, muscle activity, joint function and movement patterns. Prerequisites: SCI 235, SCI 260, 261 and 350.

**SCI 360 ECOLOGY AND LAB 4 credits**

An in-depth study of ecosystems at various levels of pattern and process, broadly emphasizing material/energy interrelationships in concept, time and space. This course meets three lecture hours and three lab hours per week. Laboratory and mandatory field trips. Lab fee: \$30. Prerequisites SCI 110, MAT 110 and SCI 230 or permission of biology program coordinator.

**SCI 390 ORGANIC CHEMISTRY I AND LAB 4 credits**

This course covers the fundamental topics of organic chemistry, including structure and bonding, bonding and molecular properties, the nature and stereochemistry of alkanes and cycloalkanes, structure and reactivity of alkenes, stereochemistry, mechanisms of the common type of organic reactions, and the nomenclature of organic reactions. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisite: SCI 131 or equivalent.

**SCI 391 ORGANIC CHEMISTRY II AND LAB 4 credits**

This course provides a detailed survey of the synthetic reactions of various organic functional groups. The main thrust of the course is the thorough mechanistic understanding of the organic reactions. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisite: SCI 390.

**SCI 392 BIOCHEMISTRY****4 credits**

A study of substances found in living organisms, and the chemical reactions underlying life processes. The structure and behavior of biomolecules will be discussed with emphasis on carbohydrates, fats (Lipids), proteins and nucleic acids. Other biomolecules will be mentioned. This course meets 3 lecture hours and 3 lab hours per week. Lab fee: \$30. Prerequisite: SCI 390.

**SCI 440 NEUROLOGY****3 credits**

This course focuses on instruction of normal growth and development of the nervous system with emphasis on developmental and physiological approaches to associated neuropathology, diagnosis, instrumentation and practical considerations for diagnostic and treatment protocols. Prerequisites: SCI 260, SCI 261, SCI 301 and SCI 302.

**SCI 450 GENETICS AND LAB****4 credits**

A study of the nature, inheritance and expression of genes. Laboratory work emphasizes genetic experimentation and statistical analysis of genetic data. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisites: SCI 110 and SCI 111 (or SCI 260 and SCI 261) and MAT 221.

**SCI 485 BIOLOGY INTERNSHIP****3–6 credits**

Opportunity for biology majors to gain on-the-job experience through an internship placement Advisor/dean permission, permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**SCI 490 BIOLOGY SENIOR SEMINAR****3 credits**

This capstone course for biology majors addresses special topics. Prerequisites: Senior standing and permission of biology program coordinator.

Note re lab credits: For each one credit of lab, all upper division (300+) lab science courses and some lower division (100+) lab science courses meet for three hours of lab per week. Other lab science courses meet for two hours.

**SOC 110 INTRODUCTION TO SOCIOLOGY****3 credits**

A survey course designed to introduce the student to the science of sociology. Students are introduced to the fundamental concepts of social relationships and group life. Culture, social institutions and deviance are discussed.

**SOC 210 INTRODUCTION TO ANTHROPOLOGY****3 credits**

A two-part course introducing the fields of physical and cultural anthropology through the investigation of human biology and behavior. Emphasis is placed on a cross-cultural examination of family and kinship, religion, economics and politics.

**SOC 220 FAMILY AND SOCIETY****3 credits**

Study of the institutional character of the family, its history and relationship to other institutions. Problems encompassing premarital concerns, internal dynamics of family life, children and divorce are discussed. Prerequisite: SOC 110.

**SOC 230 INTRODUCTION TO SOCIAL WORK****3 credits**

An examination of modern welfare services, followed by a study of some of the methods by which social workers help to solve a host of problems that range from adoption and care for the aged, to marital counseling, parole supervision and the community organization. Prerequisite: SOC 110.

**SOC 261 CURRENT PERSPECTIVES IN SUBSTANCE ABUSE****3 credits**

This course explores the role of alcohol and other drugs in American society today. It includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse and the resources available for the treatment of abuse problems. Prerequisite: SOC 110.

**SOC 311 INTERPERSONAL PROCESSES****3 credits**

This course involves the study of human communications, interpersonal relationships and small group dynamics. Topics include verbal and nonverbal behavior, development of relationships, groups, assertiveness and leadership. Instructional emphasis is placed on providing an understanding of the behavioral, emotional and cognitive components of interpersonal communication in contemporary society. Prerequisite: PSY 150 or SOC 110.

**SOC 330 THE SOCIAL WELFARE SYSTEM****3 credits**

Programs, policies and services on local, state and national level are examined. Goals and approaches of various social work agencies are explored. Particular problems of various social, racial and ethnic groups are studied. Prerequisite: SOC 110.

**SOC 335 CONTEMPORARY SOCIAL PROBLEMS****3 credits**

A presentation of methods of identifying social problems. Analysis of such problems as crime, drug abuse, discrimination and disadvantage, family disorganization, ecology and armed conflict is discussed. Prerequisite: SOC 110.

**SOC 450 RACE AND ETHNICITY****3 credits**

In this course students will use the sociological perspective to examine race and ethnicity. Topics include the historical conditions of various racial-ethnic groups in the United States, as well as challenges facing minorities today. Prerequisite: SOC 110.

**SOC 491 SEMINAR IN SOCIOLOGY****3 credits**

A study of selected and specialized topics in the field of sociology. Prerequisites: Two upper level SOC courses.

**TSR 101 TRANSFER STUDENT SEMINAR: THE UNIVERSITY EXPERIENCE 0 credit**

This course is designed to orient students to the specific policies, procedures, programs and services available at Lynn University.

## Chapter X.

# University Community

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Residence Hall Director

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TBA  
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# FACULTY

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B.M., Curtis Institute of Music

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Admissions  
Development and Alumni Relations  
Marketing and Communication

### 2. LYNN LIBRARY

Academic Affairs  
Lynn College of International Communication  
President Emeritus  
Center for Instructional Innovation

### 3. ASSAF ACADEMIC CENTER

### 4. GREEN CENTER FOR THE EXPRESSIVE ARTS

Perper Teleconferencing Center  
Student Administrative Services  
General Counsel  
Employee Services  
Information Technology  
de Hoernle Lecture Hall  
Purchasing  
Campus Card Office

### 5. de HOERNLE INTERNATIONAL CENTER

Henke Wing  
Amarnick-Goldstein Concert Hall  
Institute for Achievement and Learning  
Center for International Programs and Services  
Ross College of Education  
Culinary Kitchen

### 6. ACADEMIC OFFICES

Institute for Distance Learning  
Institutional Research, Planning and Assessment

### 7. RITTER ACADEMIC CENTER

College of Business and Management

### 8. de HOERNLE SPORTS AND CULTURAL CENTER

Athletic Offices  
Blue & White Club

### 9. PINE TREE CAMPS OFFICE

### 10. COLLEGE OF HOSPITALITY MANAGEMENT

Faculty Offices

### 11. ST. JOSEPH HALL

Bookstore  
Perper Mailroom  
Laundry Facility

### 12. CHRISTINE'S

### 13. LYNN STUDENT CENTER

Cafeteria  
Chapel  
Auditorium  
Office of Student Involvement  
Knights' Court

### 14. TENNIS COURTS

### 15. SWIMMING POOLS

### 16. TRINITY RESIDENCE HALL

Hannifan Center for Career Development and Internships  
Student Administration Executive Offices  
Senior Vice President for Administration  
Vice President for Student Development

### 17. LYNN RESIDENCE CENTER

Fitness Center

### 18. FREIBURGER RESIDENCE HALL

College of Arts and Sciences Offices

### 19. BASEBALL AND SOFTBALL FIELDS

### 20. de HOERNLE RESIDENCE HALL

Conservatory of Music

### 21. E. M. LYNN RESIDENCE CENTER

Office of Student Development  
Health Center  
Counseling Center  
Residence Life  
Dean of Students  
IT Help Desk

### 22. SOCCER FIELD

### 23. CAMPUS SAFETY AND SECURITY

### 24. MAINTENANCE

### 25. BURTON D. MORGAN SCHOOL OF AERONAUTICS

(3960 Airport Road, Boca Raton, FL 33431)



### BURTON D. MORGAN SCHOOL OF AERONAUTICS

Exit at Glades Road. Turn east on Glades. Turn north on Airport Road (the first intersection after crossing over I-95). Continue north on Airport Road to the last right before the overpass. Turn right at the last right before the overpass. Go straight to the "T" in the road (20 feet) and turn left. Go forward 20 feet; the parking lot is now off to your right. The School of Aeronautics is at the far end of the parking lot.



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